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2022

The Master Course

Master the grammar and skills of English

3rd Secondary

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Hello!

الصف الثالث الثانوى

The Master Course
...aster the grammar and skills of English

By

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عزيزى الطالب

عزيزى المدرس

يسعدنا أن نقدم لكم هذا الكتاب كتمهيد للعام الدراسى الجديد وهو أيضًا منهج تأسيسى للمهارات الأساسية للغة الإنجليزية بشكل عام ويتضمن:

١ شرحًا لما يجب اكتسابه أو معرفته عن مهارة القراءة مع قطع للتدريب على سؤال قطع الفهم فى الامتحان.

٢ شرحًا مفصلًا لمهارة الكتابة مقسمًا إلى جزأين:

- شرحًا مفصلًا لكل علامات الترقيم فى اللغة الإنجليزية.
- شرحًا مفصلًا للكتابة يبدأ من الجملة ومرورًا بالفقرة والمقال والإيميل حتى السيرة الذاتية، وهى أجزاء يجب على كل طالب الإلمام بها ليس فقط من أجل الامتحان بل من أجل الدراسة وإتقان اللغة بشكل عام.

٣ شرحًا مفصلًا لمهارة الترجمة وقواعدها التى يجب على الطالب الإلمام بها.

- وتشمل كل هذه الأجزاء تدريبات مفصلة ومتنوعة مع التركيز على سؤال الاختيار من متعدد الذى يتم اختبار الطالب فى الصف الثالث الثانوى على أساسه.

٤ شرحًا مفصلًا بالكامل على قواعد اللغة الإنجليزية بالكامل، ويصلح هذا الجزء كتأسيس لكل طلاب المرحلة الثانوية، ويتميز هذا الجزء باستخدام المخططات التفصيلية والشرح المبسط لكل الطلاب، كما يتميز بغزارة التدريبات وتقسيمها لكى تناسب جميع مستويات الطلاب.

أخيرًا .. نرجو أن يفيد هذا الكتاب طلابنا الأعزاء لمساعدتهم على التفوق والحصول على أعلى الدرجات.

مع أمنياتنا للجميع بالنجاح والتفوق.

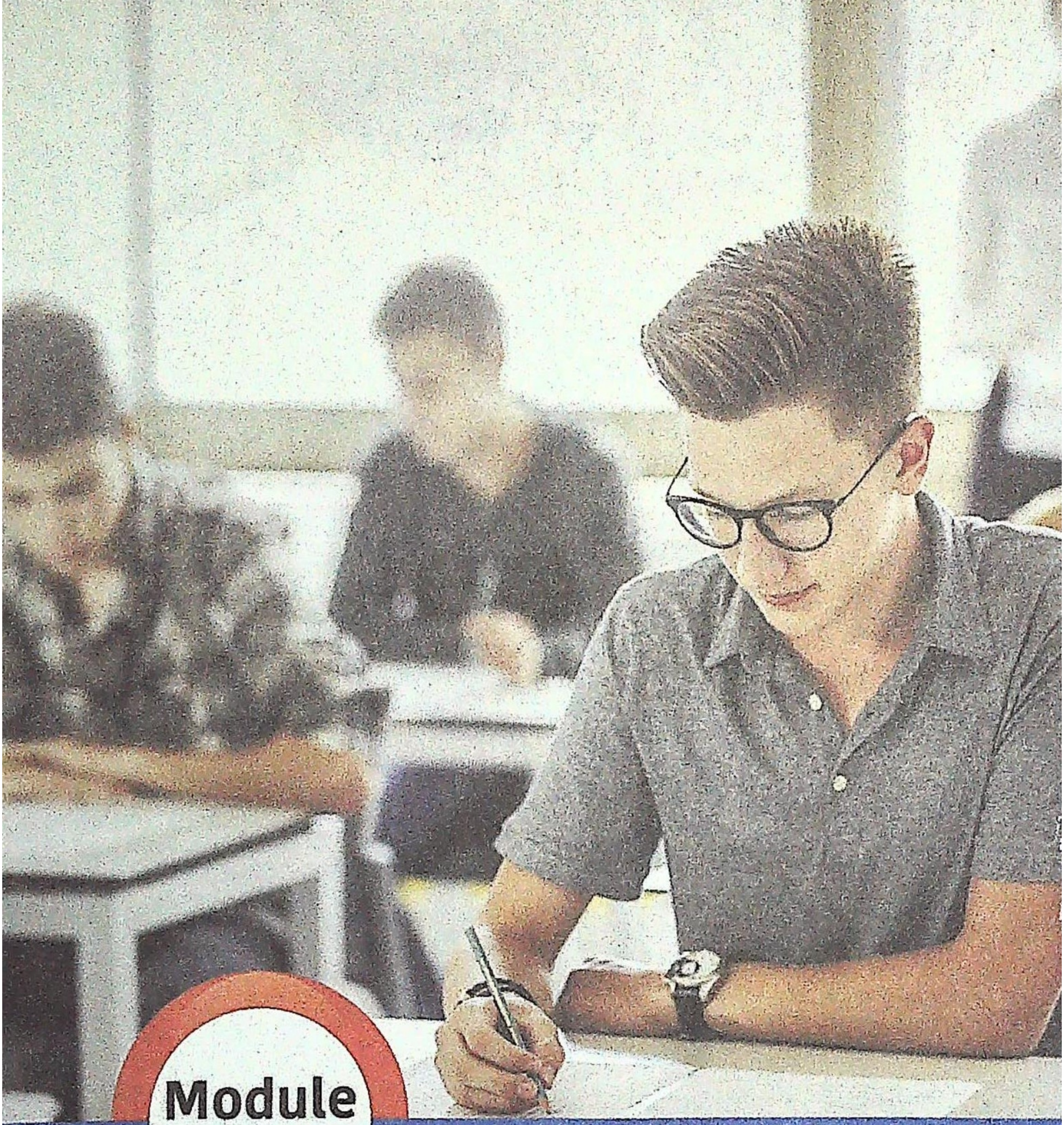
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Module 1

Reading Comprehensio

Reading Comprehension

يلعب تطوير مهارات القراءة دورًا كبيرًا فى تعلم اللغة الإنجليزية، لذلك يتم تضمين مهام التحقق من تكوين هذه المهارة فى الاختبارات المختلفة، وفى أغلب الأحيان يكون هدف الأسئلة فى هذا الجزء أن يتم التحقق من فهم المحتوى الرئيسى لما يقرأ، واستخراج المعلومات الضرورية من النص، والفهم الكامل لما تمت قراءته، لكن القراءة أيضًا مهارة يحتاجها الطالب لدراسته فى المراحل التالية ولحياته العملية بشكل عام، لذلك سنحاول تحليل ما يجب أن يتعرض له الطالب لاكتساب هذه المهارة، وأيضًا الإجابة عن هذا السؤال فى الامتحانات.

Reading modes

أوضاع القراءة

هناك أوضاع/أنواع متعددة من القراء؛ لأن كل واحد منهم يقدم مشاركة مختلفة فى النص وطرقًا مختلفة للإدراك ووقتًا مختلفًا تقضيه فى التفكير فيما قرأته. ومع ذلك، فإنهم جميعًا يساهمون فى تحسين فهم الكلام المكتوب، وأهم هذه الأوضاع/الأنواع هى كالتالى:

Skimming

Skimming is reading a text quickly to get a general idea of meaning.

هو قراءة النص بسرعة للحصول على فكرة عامة عن المعنى.

يُستخدم وضع القراءة هذا لمعرفة وفهم ما إذا كانت هذه المعلومات مفيدة لك، والهدف ليس البحث عن حقائق محددة، ولكن لتقييم النص من حيث التعقيد والفائدة.

Scanning

Scanning is reading a text quickly in order to find specific information, e.g. figures or names.

هى قراءة نص بسرعة للعثور على معلومات محددة، على سبيل المثال أرقام أو أسماء.

يهدف وضع القراءة هذا فقط إلى العثور على المعلومات الضرورية فى النص، ولا يعنى ذلك الفهم العميق للحقائق وتحليل التراكيب النحوية، ويُطلق على هذا النوع من القراءة أيضًا «diagonal reading» "القراءة المائلة".

Extensive reading

It refers to a type of reading in which students read large quantities of material, to get a general understanding of a text.

تشير إلى نوع من القراءة يقرأ فيه الطلاب كميات كبيرة من المواد، للحصول على فهم عام للنص.

الغرض من هذا النوع من القراءة هو التعرف على المعلومات الجديدة دون تشتيت انتباههم بكلمات جديدة غير مألوفة، إذا كان من الممكن فهم معناها تقريبًا من السياق.

Intensive reading

القراءة المكثفة

It refers to a type of reading in which students read in detail with specific learning aims and tasks.

يشير إلى نوع من القراءة يقرأ فيه الطلاب بالتفصيل مع أهداف ومهام تعليمية محددة.
عادةً ما يتم استخدام هذا النوع من القراءة فى دراسة اللغة الإنجليزية من أجل التحليل المكثف للنص التعليمى القصير المقترح.

Analytical reading

- Reading to identify inference, make conclusions, and evaluate logic and the writer's craft.
- Reading and marginal notations, underlining.

Material/Purpose (Complex essays, technical reports, legal contracts.)

يشير إلى نوع من القراءة التحليلية والاستنتاجات وتقييم حرفية الكاتب وكذلك ملاحظات الحواشى وما بين السطور، ويشمل المقالات المعقدة والتقارير الفنية.

Study reading

Reading and outlining; note making; mapping.
Material/Purpose Textbooks, problem-solving material; information to be recalled for testing; literature.

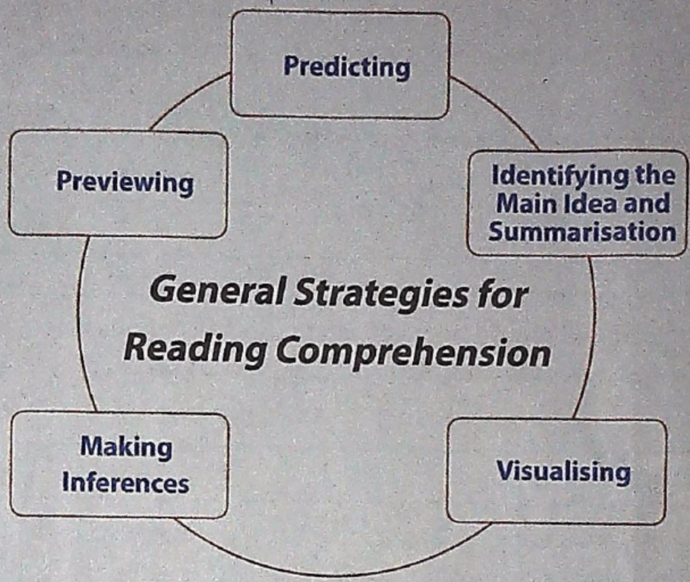
يشير إلى نوع القراءة التى تتعلق بالتلخيص وعمل ملاحظات والتنسيق أو التخطيط، ويشمل هذا النوع كتب النصوص ومحتوى حل المشكلات والأدب.

General reading

Read actively with an inquiring mind, recognising main idea and important details.
Material/Purpose Any nontechnical material read for enjoyment or good understanding of content.

يشير إلى نوع من القراءة تعتمد على التعرف على الأفكار العامة والتفاصيل المهمة، ويشمل محتوى القراءة من أجل المتعة أو الفهم الجيد للمحتوى لأى تقارير غير فنية.

General Strategies for Reading Comprehension



تبدأ عملية فهم النص قبل أن يتمكن الأطفال من القراءة، عندما يقرأ شخص ما كتابًا مصورًا لهم، حيث يستمعون إلى الكلمات، ويرون الصور الموجودة فى الكتاب، وقد يبدءون فى ربط الكلمات الموجودة على الصفحة بالكلمات التى يسمعونها والأفكار التى يمثلونها. من أجل تعلم استراتيجيات الفهم، يحتاج الطلاب إلى النموذج والممارسة والتغذية الراجعة. يتم وصف استراتيجيات الفهم الرئيسية أدناه.

Using Prior Knowledge/Previewing استخدام المعرفة السابقة / المعاينة

When students preview text, they tap into what they already know that will help them to understand the text they are about to read. This provides a framework for any new information they read.

عندما يقوم الطلاب بمعاينة النص، فإنهم يؤكدون ما يعرفونه بالفعل، والذى سيساعدهم على فهم النص الذى هم على وشك قراءته. يوفر هذا إطارًا لأى معلومات جديدة يقرؤونها.

Predicting التنبؤ

When students make predictions about the text they are about to read, it sets up expectations based on their prior knowledge about similar topics. As they read, they may mentally revise their prediction as they gain more information.

عندما يقوم الطلاب بعمل تنبؤات حول النص الذى هم على وشك قراءته، فإنه يضع التوقعات بناءً على معرفتهم السابقة حول موضوعات مماثلة. أثناء قراءتهم، قد يراجعون عقليًا تنبؤاتهم أثناء حصولهم على مزيد من المعلومات.

Identifying the Main Idea and Summarisation تحديد الفكرة الرئيسية والتلخيص

Identifying the main idea and summarizing requires that students determine what is important and Implicit in this process is trying to understand the author's purpose in writing the text.

يتطلب تحديد الفكرة الرئيسية والتلخيص أن يحدد الطلاب ما هو مهم، ثم يضعونه فى كلماتهم الخاصة. تحاول ضمنيًا فى هذه العملية فهم غرض المؤلف فى كتابة النص.

Making Inferences القيام بالاستدلالات

In order to make inferences about something that is not explicitly stated in the text, students must learn to draw on prior knowledge and recognize clues in the text itself.

من أجل عمل استنتاجات حول شىء غير مذكور صراحة فى النص، يجب أن يتعلم الطلاب الاعتماد على المعرفة السابقة، والتعرف على القرائن فى النص نفسه.

Visualising التصور

Students can take advantage of illustrations that are embedded in the text or create their own mental images or drawings when reading text without illustrations.

يمكن للطلاب الاستفادة من الرسوم التوضيحية المضمنة فى النص أو إنشاء صور أو رسومات ذهنية خاصة بهم عند قراءة نص بدون رسوم توضيحية.

توجيهات عامة لقطعة الفهم

يجب اتباع الآتى عند حل القطعة:

١ نقرأ القطعة قراءة سريعة استكشافية، ولا نتوقف عند المفردات الصعبة، ويفضل بعض الناس أن يقرأ الأسئلة أولاً.

٢ نقرأ الأسئلة لتحديد المعلومات التى نبحث عنها.

٣ نقرأ القطعة للمرة الثانية لنبحث عن إجابات الأسئلة.

٤ التمهل فى فهم السؤال ومعرفة معنى كلمات الاستفهام.

٥ التمهل فى استخلاص الإجابة؛ فقد تكون إجابة السؤال الأول فى الفقرة الثانية، وليس شرطًا أن تكون فى الفقرة الأولى.

٦ عدم الانزعاج من عدم معرفة المفردات والجمل الصعبة الواردة فى القطعة، فالمفردات الصعبة واردة لا محالة.

٧ يلزم فهم المعنى العام وتطويع المفردات حسب موضوع القطعة، مع استخدام القدرة على التخمين.

٨ قد نجد إيضاح الكلمة الصعبة فى العبارة التالية لها.

٩ قبل اختيار الإجابة الصحيحة تأكد من أن الإجابات الأخرى غير صحيحة بالمرة.

Reading Exercises

Read the following passages and answer the questions:

1. Last night I had a frightening dream .I should explain that just before I went to bed, I ate an apple. I mention that because my mother always told me that if I ate right before going to sleep, I wouldn't sleep well and might even have a bad dream. But let me tell you about my dream.

I found myself in what seemed to be familiar area outdoor, but I couldn't remember ever having been there before—in my waking life, I mean. Maybe in some other dream I had been there and that might be why it seemed familiar. There were lots of huge trees and vines and greenery,) more or less like I would imagine a jungle in Brazil to be. It was very humid but I was dressed in winter. That made me even more uncomfortable and I remember thinking that I should go home and change clothes. But where was home and how could I get there? I didn't know the answer to either question- nor did I know how I ended up where I was. It never occurred to me in a dream that I could remove the heavy winter coat, hat and gloves that I was wearing.—**it just didn't seem to be an option**

In the dream I was all alone. No one was with me. Suddenly I heard voices and saw some people who had been my classmates in high school. They were much older and looked quite different, but I instinctively knew who they were. In the dream, I could even recall their names. There were four of them and they seemed very concerned for me. They were dressed in loose light colored clothing appropriate for this jungle, but my attire didn't attract their attention at all—nor did they mention anything about it being out of place. One of them approached me and I knew he was speaking for all of them. He said they had been sent to warn me not to eat the fruit from the tree in front of me nor to drink any of the water from the stream nearby. As he told me this, I realised that I had something in my hand. It was fruit from the very tree he was warning me about—and I had already eaten more than half of it. Without him saying so, I knew that this fruit was poisonous and probably also the water from the stream.

At that point I awoke in a heavy sweat, having thrown off my covers. I went to the bathroom and splashed some water on my face to cool down a bit, then returned to bed. How strange, I thought, that an apple tree was growing in the midst of that jungle.

Choose the correct answer from a, b, c or d:

1. What did the writer do just before he went to bed? ....
   a) He listened to his mother. b) He had a bad dream.
   c) He didn't sleep well. d) He ate some fruit.
2. In his dream, where did the writer find himself? He found himself in ....
   a) his waking life b) a humid jungle
   c) another dream d) a huge tree
3. According to paragraph (2), what did the writer feel that he wanted to do in the dream? He wanted to ....
   a) be far from home b) be more uncomfortable
   c) call his mother d) put on different clothes
4. Which of the following is closest in meaning to the clause, it just didn't seem to be an option?
   a) He didn't even think of it. b) He thought about doing it.
   c) There were too many choices. d) There weren't enough choices.
5. According to paragraph (3), until when did the writer think that he was alone in the jungle? He thought he was alone until he ....
   a) remembered their names b) met some of his teachers
   c) overheard people talking d) saw some strangers
6. What did his friends in the dream warn him?
   They warned him not to ....
   a) swim in the stream nearby
   b) take a fruit from the tree before him
   c) speak for all of them
   d) change his winter clothes
7. What was his condition when he woke up? He woke up ....:
   a) splashing water b) under heavy covers
   c) heavily perspiring d) under an apple tree
8. What is the best title for this passage? - ....
   a) A Sweet Dream. b) Mother's Assignment.
   c) Friend's Visit. d) A Nightmare.

2 How many things can you see in the night sky? A lot! On a clear night you might see the moon, some planets, and thousands of sparkling stars. You can see even more with a telescope. You might see stars where before you only saw dark space. You might see that many stars look larger than others. You might see that some stars that look white are really red or blue. With bigger and bigger telescopes you can see more and more objects in the sky. And you can see those objects in more and more details.

But scientists believe there are some things in the sky that we will never see. We won't see them with the biggest telescope in the world, on the clearest night of the year. That's because they're invisible. They're the mysterious dead holes black called stars.

You might find it hard to imagine that stars die. After all, our Sun is a star. Year after year we see it up in the sky, burning brightly, giving us heat and light. The Sun certainly doesn't seem to be getting old or weak. But stars do burnout and die after billions of years.

As the gases of a star burn, they give off light and heat. But when the gas runs out ,the star stops burning and begins to die. As the star cools, the outer layers of the star pull in toward the center.

The star squashes into a smaller and a smaller ball. If the star was very small to begin with, the star ends up as a cold, dark ball called a black dwarf. If the star was very big, it keeps **squashing** inward until it's packed together tighter than anything in the universe.

Imagine if the earth were crushed until it was the size of the tiny **marble**.

That' how this dead star, black hole, is packed. What pulls the star in toward its center with such power? It's the same force that pulls you down when you jump—the force called gravity. A black hole is so tightly packed that its gravity sucks in everything.-even light. The light from a black hole can never come back to your eyes. That's why we see nothing but blackness.

So the next time you stare up at the night sky, remember: there's more in the sky than meets the eye! Scattered in the silent darkness are black holes---the great mystery of the space.

Choose the correct answer from a, b, c or d:

1. What can bigger telescopes see? ....
   - **a)** Hidden planets.
   - **b)** Dark spaces.
   - **c)** Larger sparkles.
   - **d)** Other bodies.
2. According to paragraph (2), which of the following is NOT true about the black holes?
   - **a)** They are mysterious.
   - **b)** They are invisible.
   - **c)** They are dead.
   - **d)** They are big.
3. What does paragraph (3) say about our Sun?
   - **a)** It is not a star.
   - **b)** It is almost dead.
   - **c)** It gives off light but not heat
   - **d)** It will burn out and die.
4. The word "squashing" in paragraph (4) is closest in meaning to which of the following?
   - **a)** Hitting.
   - **b)** Shrinking.
   - **c)** Rotating.
   - **d)** Breaking.
5. According to paragraph (4), why does a star give off light and heat?
   - **a)** Because it reflects light.
   - **b)** Because it burns its own fuel.
   - **c)** Because of its mirror-like surface.
   - **d)** Because of the light temperature of space.
6. According to paragraph (4), what causes a star to die? ....
   - **a)** Its fuel is depleted.
   - **b)** It collides with other stars.
   - **c)** It explodes outward.
   - **d)** It ages too much.
7. The word marble in paragraph (5) is closest in meaning to ....
   - **a)** a small vehicle
   - **b)** a tiny insect
   - **c)** a small building
   - **d)** a polished rock
8. What is the best title for this passage? ....
   - **a)** Black Holes: Energy and Age.
   - **b)** Black Holes: Gravity and Size.
   - **c)** Black Holes: Reality and Mystery.
   - **d)** Black Holes: Stars and Telescopes.

3 Many parents need help to deal with their children's naughty behaviour at home. The first positive discipline technique is for parents to remain calm because nervous parents do not get good results. Parents who cannot often remain calm find that their children stop taking any notice of them. The second challenge is to know how to correct bad behaviour in an effective way. For instance, punishing children by preventing them from watching their favourite TV programme is not an ideal solution. Parents should establish clear rules for children to follow. If children refuse to follow these, they know they will be disciplined. The most effective way of encouraging good behaviour is to give positive feedback as often as possible, to show that it is not only naughtiness that attracts attention.

As you think about how to discipline your child, it's important to remember that the word discipline is rooted in meanings of learning and teaching. The best way to discipline your child is to help him/her make better choices. You can role play the behaviours, using a calm voice. Be encouraging when they make the right choices. Finally, you must know that discipline can help your child learn how to behave – as well as how not to behave. It works best when you have a warm and loving relationship with your child.

Choose the correct answer from a, b, c or d:

1. The article suggests that parents should be .... to get results for children discipline.
   - a) nervous
   - b) worried
   - c) calm
   - d) eager
2. According to the article, what is the best way to correct a children's bad behaviour?
   - a) Hitting them hard.
   - b) Preventing them from watching their favourite TV program.
   - c) Punishing children.
   - d) Establishing clear rules for children to follow.
3. The word "technique" in the second sentence is similar in meaning to the word ....
   - a) method
   - b) test
   - c) equipment
   - d) attention
4. The underlined pronoun "them" refers to ....
   - a) parents
   - b) children
   - c) writers
   - d) techniques

5. The article suggests that in order to discipline children, parents first of all should ....
   a) find an effective way to correct their children's behaviour
   b) treat them as harshly as possible
   c) stop beating them
   d) teach them how they have to behave themselves
6. Instead of punishing children, parents should ....
   a) encourage them to follow the necessary rules
   b) give them everything they ask for
   c) give them negative feedback
   d) praise them all the time
7. A suitable title to this passage would be ....
   a) "How to punish naughty children effectively"
   b) "How to set role models for children"
   c) "How to discipline naughty children"
   d) "How to reward good children"
8. How do you think role play can help discipline children?
   a) Children can have roles to play at school.
   b) Children are encouraged to tell their parents about their needs.
   c) Children can understand why they are punished.
   d) Children can imitate their parents.

4 An American salesman used to go from house to house selling vacuum cleaners. He always took one with him to show the housewives what the machines he was selling can do. One day he went to a house in a farm. The farmer's wife opened the door, and the salesman went in at once to demonstrate his machine to her. "This powerful vacuum cleaner will remove all the dust and dirt from your carpets and rugs," he said. "No more old-fashioned beating with a stick, making more dust than you get out of the carpet."

"It's no use to me," the woman said "you're wasting your time here young man". "Just let me show you!" the salesman said. Then he opened a bag he was carrying and threw a great pile of dirt over the carpet. "Good Heavens! What are you doing?" she exclaimed. "Don't worry, madam!" he answered, adding some ashes from the fireplace to the pile of dirt. "I'll eat every bit of dirt that my vacuum cleaner doesn't pick up." "Well, in that case I'll get you a spoon at once," the woman answered. "I was only trying to tell you that we don't have electricity on this farm."

Choose the correct answer from a, b, c or d:

1. What can a vacuum cleaner do? ....
   - **a)** It can remove dirt from floors.
   - **b)** It can clean/make the air fresh.
   - **c)** It can eat rubbish.
   - **d)** It can preserve foods in vacuum bags.
2. The salesman took a vacuum cleaner with him to ....
   - **a)** clean houses
   - **b)** show it to customers
   - **c)** clean dust and ashes from streets
   - **d)** repair it
3. Why did the housewife seem surprised at the salesman's behaviour? ....
   - **a)** Because the man was very clever.
   - **b)** Because the man talked quickly.
   - **c)** Because the man threw dirt and ashes on the ground.
   - **d)** Because the vacuum cleaner was effective.

4. Why did the salesman say that he would eat every bit of dirt that the vacuum cleaner didn't eat? ....

a) He was confident that the cleaner will work well.
b) He was hungry.
c) He wanted the housewife to bring him a spoon.
d) He was at a farm.

5. The housewife told the salesman that he was wasting his time because ....

a) she didn't have money to buy the vacuum cleaner
b) she wasn't interested in the vacuum cleaner
c) her husband wasn't at home
d) the house didn't have electricity to operate the machine

6. The underlined word "demonstrate" means ....

a) watch **b)** sell
c) show **d)** repair

7. What does the underlined pronoun "It" refer to? ....

a) The carpet. **b)** The dirt.
c) The vacuum cleaner. **d)** Electricity.

8. In the end, the salesman must have been ....

a) disappointed **b)** pleased
c) rewarded **d)** excited

5 Most people think of the Egyptians when the origin of paper is mentioned. A plant called papyrus grew in the marshes along the Nile River. The Egyptians cut thin strips of the plant, softened them in the water and left them to dry. Then, they pounded them flat and laid the pieces at right angles to each other to form a mat. These sheets worked well for writing for the Egyptians, Greeks and Romans. The word paper comes from this word papyrus. Several other surfaces for writing were created by the Mayans and people in the Pacific Islands.

China was the source of what we call paper. Silk cloth with text written on them was found in the tombs. The art of paper making spread into Vietnam and Tibet about 250 A.D, then to Korea in the 300's and Japan in the 500's A. D. Papermaking continues to be a fine art in Japan. The craft went west in the 1100's by the Moors in North Africa. Europeans preferred to use parchment made from animal skin. Early European paper was made from rags, old cotton and linen until realising that wood was the correct product.

In the west, the art of making paper by hand has disappeared. In Thailand however, this art continues. The traditional paper is not really made from rice although it is called 'rice paper.' It is made from the mulberry tree. The industry creates paper for newspapers, magazines, books, paper bags, toilet paper, money and many other purposes.

Choose the correct answer from a, b, c or d:

1. From which of the following did paper as we know it come? ....
   - **a)** Egypt.
   - **b)** Africa.
   - **c)** England.
   - **d)** China.
2. Which of the following surfaces were the Europeans using for writing before the introduction of paper? ....
   - **a)** Papyrus.
   - **b)** Parchment.
   - **c)** Snakeskin.
   - **d)** Mulberry.
3. In which of the following countries does the tradition of making paper by hand continue? ....
   - **a)** Egypt.
   - **b)** Thailand.
   - **c)** India.
   - **d)** Greece.

4. Which of the following statements is true?
   a) Rice paper is made from rice plants.
   b) Paper in Thailand was made from mulberry tree.
   c) No one in the world makes paper by hand.
   d) The word paper comes from the word parchment.

5. The underlined pronoun "It" refers to ....
   a) paper
   b) rice
   c) Thailand
   d) linen

6. What is the difference between ancient Egyptian paper and other ways of making paper?
   a) The ancient Egyptian used papyrus while others used cotton or wood.
   b) The ancient Egyptian paper last longer than the others.
   c) Paper made by ancient Egyptian is worse than the others.
   d) Ancient Egyptians made paper from animal skin.

7. One of the following isn't a purpose for using paper:
   a) Printing newspapers.
   b) Printing money.
   c) Making shopping bags.
   d) Making e-books.

8. It took nearly .... for paper making to spread in Europe from China.
   a) half a century
   b) a century and a half
   c) ten decades
   d) a millennium and a half

6 Many great inventions are initially greeted with ridicule and disbelief. The invention of the airplane was no exception. Although many people who heard about the first flight on December 17, 1903 were excited and impressed, others reacted with a lot of laughter. Some people called Wilbur and Orville Wright, the inventors of the first flying machine, fools. Negative reactions, however, did not stop the Wrights. Driven by their desire to succeed, they continued their experiments.

Orville and Wilbur Wright had always had a great interest in flying and mechanics. As young boys, they earned money by making and selling kites and mechanical toys. Later, they designed a newspaper-folding machine, built a printing press, and operated a bicycle-repair shop. In 1900 and 1901, the Wrights tested various gliders. In 1903 the Wrights built their first airplane, which cost less than 1,000 dollars. They even designed and made a lightweight petrol engine to power the plane. When they started the engine on December 17, the airplane shook wildly before taking off. The plane managed to fly for 12 seconds, and it flew 120 feet.

By 1905, the Wrights had perfected the first airplane that could turn, circle, and remain in flight for half an hour at a time. Others had flown in balloons and gliders, but the Wright brothers were the first to build a full-size machine that could fly under its own power. As the contributors of one of the most outstanding engineering achievements in history, the Wright brothers are accurately called the fathers of aviation.

Choose the correct answer from a, b, c or d:

1. The idea of flying an aircraft was .... to some people.
   a) boring **b)** distasteful
   c) exciting **d)** needless
2. The first flying machine the Wright Brothers made flew for ....
   a) half an hour **b)** 12 seconds
   c) 120 seconds **d)** 1000 seconds
3. Some people thought that the Wright brothers had .... when they made their first machine.
   a) acted without thinking **b)** been negatively influenced
   c) been too careful **d)** been mistaken

4. Why did the Wrights designed a petrol engine?
   - a) To sell it to factories.
   - b) To use it in their airplane.
   - c) To power their bikes.
   - d) To make kites.

5. The underlined word 'power' is similar in meaning to ....
   - a) run
   - b) change
   - c) modify
   - d) design

6. What was the problem of their first flying machine? ....
   - a) It didn't start.
   - b) It burnt.
   - c) It couldn't leave the ground.
   - d) It shook wildly.

7. What is the suitable title for the passage? ....
   - a) The fathers of aviation.
   - b) The first plane.
   - c) How to learn flying.
   - d) How to invent things.

8. What do you think made the Wright Brothers successful in life? ....
   - a) Their low skills.
   - b) Their family's help.
   - c) Money.
   - d) Their persistence and hard work.

7 When you cut your skin, you bleed. Everyone knows that. If a person loses a great deal of blood, he will become ill and may die. At one time people drank blood to make them strong.

When doctors understood how blood went around inside the body, they tried ways of giving blood to people who needed it. They used a rubber tube to take blood from healthy people and give it to people who needed it. This is called blood transfusion. The blood went through a rubber tube from the arm of the healthy person into the arm of the sick person.

But there were two problems. First it did not always work. Sometimes people died. Later, doctors found the reason for this. We do not all have the same kind of blood. There was another problem. To give blood of the right kind, the doctors had to find a person of the right blood group. Often they could not find a person in time. If they had a way to keep the blood until someone needed it, they could always have the right kind of blood. In the end, they found a way of keeping blood for a very long time. Now people can give or donate blood every three months, if they want to. The blood is put in bottles or special bags and then kept until someone needs it.

Choose the correct answer from a, b, c or d:

1. Why did people drink blood? ....
   - **a)** To make up for losing blood.
   - **b)** To become strong.
   - **c)** To taste it.
   - **d)** To be able to donate blood.
2. The underlined pronoun "They" refers to ....
   - **a)** doctors
   - **b)** blood kinds
   - **c)** patients
   - **d)** donators
3. People don't usually have .... blood group.
   - **a)** the same
   - **b)** different
   - **c)** alike
   - **d)** similar
4. Why did people sometimes die after receiving blood transfusion? ....
   - **a)** They were very ill.
   - **b)** The doctors weren't clever.
   - **c)** The rubber tubes were infected.
   - **d)** They had the wrong blood group.

5 Why did the doctors think of ways to keep blood? ....

a) It wasn't easy to find blood donors.

b) Some people's blood was bad.

c) It was difficult to find the right donator in time.

d) They wanted to sell it to other people.

6 What is meant by blood transfusion? ....

a) To lose a lot of blood.

b) To take blood from healthy people and give it to people who needed it.

c) To find the right kind of blood.

d) To help people donate blood.

7 The main idea of the passage is "....................".

a) The different kinds of blood

b) Blood transplant

c) Blood donation

d) Blood transfusion and donation

8 How do you think we can solve the problem of finding the right blood donors in the future? ....

a) We should prevent people from having cuts.

b) We should invent ways to make artificial blood.

c) We should develop the rubber tubes giving blood.

d) We should change the way people donate blood.

8 Earthquakes are natural disasters that humans cannot control. Sometimes earthquakes can be very dangerous and people need to know more about where earthquakes come from, and how to protect themselves from them and any other natural disasters.

Earthquakes are the shaking, rolling or sudden shock of the earth's surface. They are the earth's natural means of releasing pressure. More than a million earthquakes occur in the world each year. Earthquakes can be felt over large areas although they usually last less than a minute. However, earthquakes cannot be predicted although scientists are still working on the problem.

There are about 20 plates along the surface of the earth that move continuously and slowly past each other. When the plates squeeze or stretch, huge rocks form at their edges and the rocks shift with great force, causing an earthquake. As the plates move, they put forces on themselves and each other. When the force is large enough, the crust is forced to break.

Shaking and ground breaking are the main effects created by earthquakes, principally resulting in more or less severe damage to buildings and other structures. The severity of the effect depends on the complex combination of the earthquake magnitude. Ground break is a major risk for large engineering structures such as dams, bridges and nuclear power stations and requires careful mapping of existing faults to identify any likely to break the ground surface within the life of the structure.

Choose the correct answer from a, b, c or d:

1. Earthquake are considered natural disaster because ....
   a) they are man-made
   b) man has no control over them
   c) man can control them
   d) they are always expected
2. Earthquakes are considered disastrous for people and properties because ....
   a) earthquakes happen in cities
   b) man can control them
   c) they are unpredictable
   d) they result in little destruction

3. Which of the following is NOT TRUE about an earthquake? ....
   a) An earthquake is a controllable disaster.
   b) An earthquake is always unpredictable.
   c) An earthquake causes severe damage.
   d) The earth is cracked when an earthquake occurs.
4. The underlined pronoun "they" refers to ....
   a) areas
   b) earthquakes
   c) scientists
   d) crusts
5. Which one of the following is much affected by ground breaks? ....
   a) Lakes.
   b) Rivers.
   c) Forests.
   d) Engineering structures.
6. Find words from the passage that have the same meaning as "upper layer of the earth".
   a) rock
   b) plate
   c) surface
   d) crust
7. According to the passage, how do earthquakes help the earth? ....
   a) They are the earth's natural means of releasing pressure.
   b) They force us to study the earth.
   c) They help animals and forests.
   d) They renew the earth's environment.
8. According to the passage, how can we try to protect a structure from earthquakes?
   a) By inventing devices to prevent earthquakes.
   b) By building structures in deserts.
   c) By careful mapping of existing faults in them to fix.
   d) By releasing the force of crusts.

9 The Leaning Tower of Pisa is one of the ancient wonders of the world because it leans. Although it was designed to be perfectly vertical, it started to lean during construction. However, even without this famous characteristic, this building would still be one of the most remarkable architectural structures from medieval Europe. It stands at 60 metres high and until 1990 was leaning at about a 10-degree angle. The construction of the Tower of Pisa began in August 1173 and continued for about 200 years due to the attacks of a series of wars. Till today, the name of the architect is a mystery.

Many ideas have been suggested to straighten the Tower of Pisa, including taking it apart stone by stone and rebuilding it at a different location. In the 1920s the foundations of the tower were injected with cement grouting that has stabilised the tower to some extent. A successful restoration work, which was undertaken from 1999 to 2001, stabilised the tower. Engineers placed weights on the structure's north end, while at the same time extracting soil from below, causing it to slowly sink back in <u>that</u> direction. The Leaning Tower of Pisa still leans south, but now it does so at just 3.99 degrees. Engineers believe it will stay for at least a few hundred years. It has become a living example of the combination of ancient and modern architecture.

Choose the correct answer from a, b, c or d:

1. The architect of the Tower of Pisa is ....
   a) famous
   b) well-known
   c) unknown
   d) kept a secret
2. The Tower of Pisa is not likely to fall because ....
   a) the restoration work rebuilt it
   b) the restoration work stopped its leaning
   c) the restoration work put cement grouting in the foundations
   d) the restoration work reduced its leaning
3. What does the underlined word "<u>that</u>" refer to? ....
   a) North.
   b) South.
   c) East.
   d) West.

4. Why do you think the Pisa Tower leans? ....

a) It was designed like that.

b) It is made of bad material.

c) Its architect is unknown.

d) There was a mistake building it.

5. The process of trying to keep the Pisa Tower took about ....

a) 200 years b) fifty years

c) eighty years d) one hundred years

6. One of the following wasn't a suggestion to fix the Pisa Tower.

a) Taking it apart stone by stone.

b) Building a concrete Tower beside it.

c) Placing weights on the structure's north end.

d) Injecting the foundations of the Tower were with cement grouting.

7. From the passage, find a synonym to the word(s) "carried out"? ....

a) Undertaken. b) Stabilised.

c) Extracting. d) Architectural.

8. Engineers believe the Tower will stay for at least a few hundred years because ....

a) it leans at just 3.99 degrees

b) engineers failed in their restoration work

c) it was rebuilt in 2001

d) it took about 200 years to build it

10 Many experts believe there are too many people in the world. Unless there are big changes in the way people think about the number of children they should have, the world's population will double in 25 years. There will be more than 20 cities with populations greater than 20 million. Now there is only one. People may not have enough food and a lot may die of starvation and diseases.

Some people point to countries such as Australia and say, "There is plenty of room there." Although most of Australia is unpopulated, and much of it is **tiny populated**, there are reasons for this. Firstly, much of the land is desert and waterless, and secondly, even the land that is not desert is not suitable for anything, not even growing grass.

Another major problem we shall have to face, as the world's population grows, is a shortage of energy. We are using up coal and oil and when they have been used up, we shall have to find something to take their place. It is true that we can make electricity from the heat of the sun and moving water, but we don't yet have the technology to do this in a big way. Perhaps, the biggest problem we shall have when the world's population doubles will be pollution. The air we breathe is already badly polluted. Although there are great efforts to control the population increase, it is difficult to make sure that it will be controlled in the near future.

Choose the correct answer from a, b, c or d:

1. In order to prevent the world's population from being doubled, there must be a change in ....
   a) the methods of agriculture
   b) sources of energy
   c) the way people think about the number of children they should have
   d) the education of the great numbers of children
2. Why will there be a problem of energy shortage as the world's population grows?
   a) We are using up coal and oil.
   b) We have to grow more food.
   c) We can make energy from the sun.
   d) There will be more pollution.

3. How many present cities have a population of over 20 million? ....

a) Twenty. b) Three.

c) Twenty five. d) One.

4. The underlined word "they" refers to ....

a) experts

b) coal and oil

c) electricity and moving water

d) population and pollution

5. The underlined phrase "tiny populated" means ....

a) having a great number of people

b) having a small number of people

c) not having any people

d) being totally empty

6. According to the passage, what will happen to the problem of energy in the future?

a) We can't make energy from new sources.

b) We can't control pollution.

c) We don't have enough food for everyone.

d) We don't yet have the technology to make electricity from the heat of the sun in a big way.

7. The passage suggests that it is .... to solve the overpopulation problem.

a) easy b) controlled

c) difficult d) scientific

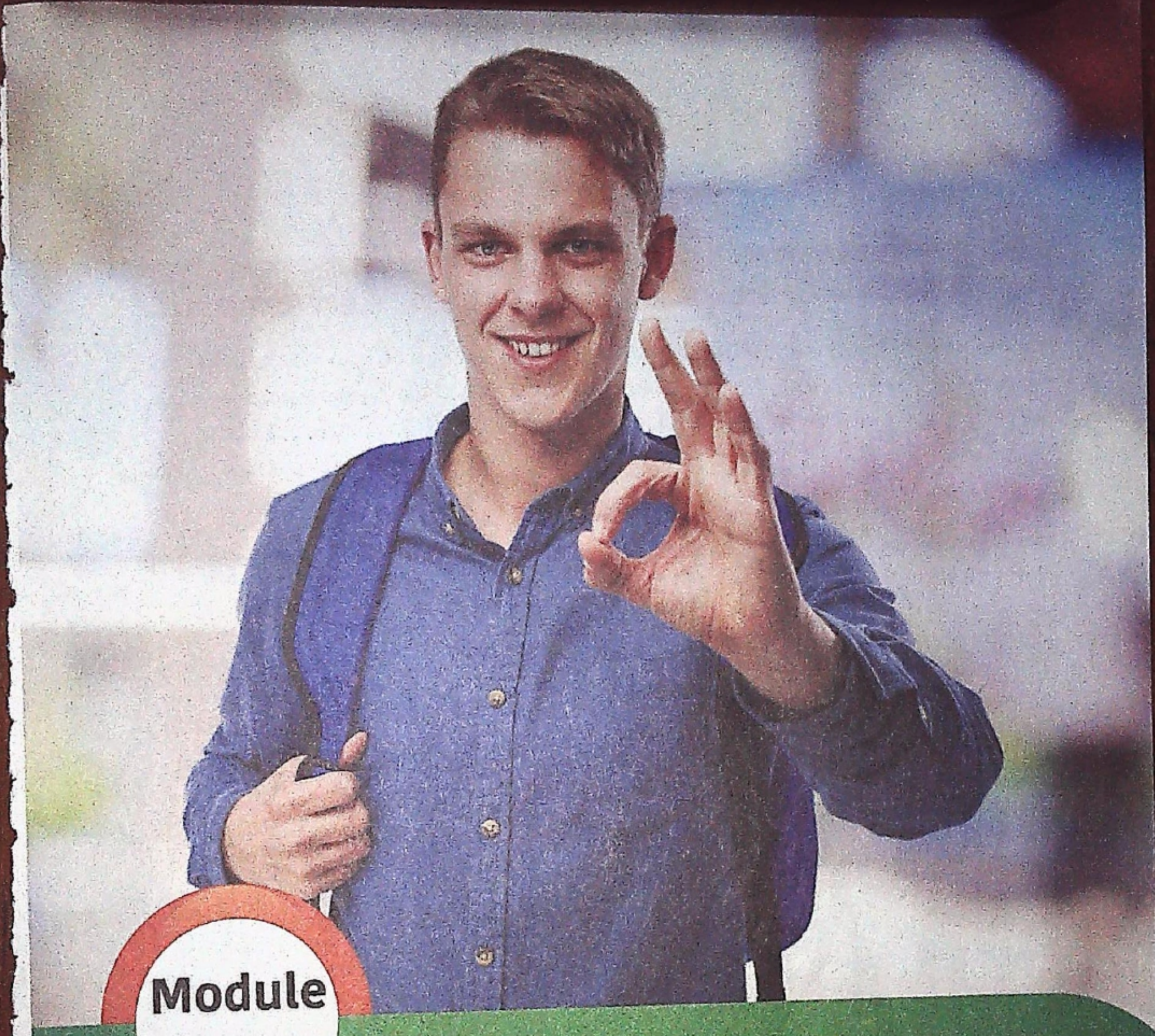
8. According to the passage, why is a great area of Australia unpopulated?

a) People don't like living there.

b) Australian people don't have children.

c) Much of the land is desert and waterless.

d) Australian people don't welcome immigrants.



Module 2

Writing

Writing

(1) Punctuation علامات الترقيم

علامات الترقيم فى اللغة الإنجليزية ذات أهمية كبيرة لتنظيم ما نريد كتابته، حتى يكون أكثر وضوحاً ومفهوماً للقارئ، وعلامات الترقيم هى بمثابة رسومات يتم وضعها بين الكلمات، أو الجمل لكى تُعين القارئ على فهم المعنى المراد أو المقصود بشكل سهل وبسيط، ولذلك يجب اختيار علامات الترقيم بشكل دقيق ومناسب، تجنباً لأى اختلال فى المعنى مما ينتج عنه تشتيت للقارئ.

وعلامات الترقيم الرئيسية فى اللغة الإنجليزية هى:

Punctuation mark		Meaning
capitalisation	A,B,C,.....	استخدام الحروف الكبيرة
apostrophe	'	الفاصلة العليا
comma	,	الفاصلة
colon	:	النقطتان الرأسيتان
semicolon	;	فاصلة منقوطة
hyphen	-	شرطة واصلة
parentheses	( )	أقواس
dash	—	خط فاصل
ellipsis	...	علامات الحذف
quotation marks	" "	علامات الاقتباس/ القول
full stop/ period	.	النقطة
exclamation mark	!	علامة التعجب
question mark	?	علامة الاستفهام

والآن إلى الشرح بالتفصيل لكل العلامات:

1 Capitalisation استخدام الحروف الكبيرة

تستخدم الحروف الكبيرة فى الحالات التالية:

1. The first word of a sentence.

- أول حرف فى الجملة.

- We'd like to spend the holiday in Alex.
- Do you want me to buy you a sandwich?
- Go and get us a cool drink, please.

2. The personal pronoun "I".

- الضمير I فى أى موقع فى الجملة.

- Ali asked for help and I agreed.

3. The names of people.

- أسماء الأشخاص.

- I invited my friends Sameer and Fouad to my birthday party.

4. People's initials.

- حروف أسماء الناس الأولى.

- I read a famous poem by the English poet W. B. Yeats.

5. People's titles.

- اختصارات أسماء الناس وألقابهم.

- Mr. Essam is the best teacher I have ever had.

6. Titles that indicate family relationships.

- الألقاب التى تتضمن قرابة عائلية.

- I met Aunt Samia at Grandfather Adham's house yesterday.

7. Official titles when these titles are used with a name.

- الألقاب الرسمية التى تستخدم مع الأسماء.

- Millions of Americans still support President Trump.

• لاحظ أن هذه الألقاب لا تبدأ بحرف كبير إذا لم يتبعها اسم.

- Many presidents attended the UN conference.

8. Regional names, countries and cities.

- أسماء الأقاليم الجغرافية والبلاد والمدن.

- A huge storm hit the West Coast last week.
- Egypt is a great country in the Middle East.

9 Names of specific bodies of water, rivers, and streams.

- أسماء المسطحات المائية والأنهار والجداول.

- Lake Nasser was created after building the High Dam.
- The River Nile is considered the longest river in the world.
- Hurghada is a city on the Red Sea.
- The Pacific Ocean is the biggest ocean in the world.

10 Common nouns such as school , street …etc. used as part of a place name.

- الأسماء الشائعة مثل مدرسة وشارع ....إلخ المستخدمة كجزء من اسم المكان.

- I had my secondary education in Zahraa Helwan Secondary School.
- The famous play was shown at Broadway Theatre.

11 Names of races, nationalities, and the adjectives derived from them.

- أسماء الأجناس والجنسيات والصفات المشتقة منها.

- The native inhabitants of America are called the Red Indians.
- Pizza is originally an Italian dish.
- Naguib Mahfouz is the only Egyptian writer to win the Nobel Prize.

12 The name of languages.

- اسم اللغات.

- Canadians speak English and French.

13 The names of religions and the adjectives derived from them.

- أسماء الأديان والصفات المشتقة منها.

- Christianity and Islam are the most widespread religions on Earth. Egypt is the land where Muslims and Christians lived in peace for centuries.

14 The names of organisations.

- أسماء المنظمات.

- Egypt became a member of the United Nations (UN) in 1945.

15 Historical events and periods of time.

- الأحداث التاريخية والفترات الزمنية.

- Millions of innocent people lost their lives in the Second World War.

16 The names of months.

- أسماء الشهور.

- We travel to Alexandria in July and August.

17 The names of days of the week.

- أسماء أيام الأسبوع.

- I usually visit my grandfather on Friday.

18 The names of holidays.

- أسماء الأعياد.

- Sham El Nessem has been celebrated in Egypt for a long time.

19 Important words in titles of movies, books, magazines, plays.

- الكلمات المهمة فى عناوين الأفلام والكتب والمجلات والمسرحيات.

- Students at Secondary One study a story called 'The Treasure Island'.

  The Lion King is the first animated film in history.

20 Letter greetings and closings.

- تحيات وختام الرسالة.

- To Whom It May Concern:
- Dear Mom,
- With love,
- Yours truly,

21 Abbreviations of names.

- اختصارات الأسماء.

- My son travelled to the U. S. A. to complete his studies.

22 The first word in a direct quotation.

- الكلمة الأولى فى الكلام المباشر.

- Mike said. "What kind of bread do you want?".

23 The name of a school subject when it is the name of a specific course.

- اسم المادة الدراسية عندما يكون اسم مقرر معين.

- This book contains valuable exercises on Physics Secondary 3.

• لاحظ أن المواد الدراسية بشكل عام لا تبدأ بحرف كبير.

- My favorite subject when I was at school was science.

Check Point 1

Rewrite each sentence, changing the lower case letters to capital letters where appropriate:

1. the trees leaned towards the north after the hurricane.

   ....

2. i think ramses street needs a good bus system.

   ....

3. mr. ali said. "your car is not hard to fix."

   ....

4. sara always buys the saturday edition of al ahram newspaper.

   ....

5. sam went to see dr. ahmed who worked with other doctors at the clinic.

   ....

6. **Choose the correctly capitalised sentence.**
   a) Did mr. ali play for al ahli club?
   b) Did Mr. Ali play for the Al Ahli Club?
   c) Did Mr. Ali Play For Al Ahli Club?
   d) Did Mr. Ali play for al Ahli Club?

7. **Choose the correctly capitalised sentence.**
   a) He lives in the Pacific northwest.
   b) He lives in the pacific northwest.
   c) He lives in The Pacific Northwest.
   d) He lives in the Pacific northwest.

8. **Which of the following sentences uses capital letters CORRECTLY?**
   a) Family day falls on February 15 this year.
   b) Family Day falls on February 15 this year.
   c) Family day falls on february 15 this year.
   d) Family Day falls on February 15 this Year.

9. **Which of the following sentences uses capital letters CORRECTLY?**
   a) On Tuesday, Professor Magdy commented on my essay about the World War.
   b) On tuesday, Professor Magdy commented on my essay about the World War.
   c) On Tuesday, professor magdy commented on my essay about the World War.
   d) On Tuesday, Professor Magdy commented on my essay about the world war.

10. **Which sentence below uses capital letters correctly?**
    a) She said, "he will never agree!".
    b) I saw a play called annie get your Gun.
    c) Columbus never saw The Indian ocean.
    d) The movie Charlie and the Chocolate Factory was entertaining.

2 Apostrophe الفاصلة العليا

تستخدم الفاصلة العليا فى الحالات التالية:

1. To take the place of a letter or letters omitted for contraction.

- لتحل محل حرف أو أحرف حذفت للاختصار.

- I'm going to help mother do the housework.
- We don't often get up early on holidays.
- Samy won't buy this car as it's too expensive.

2. To Form Plurals of Letters, Numbers, and Symbols.

- لتكوين جمع من الحروف والأرقام والرموز.

- Naglaa got A's on her Biology tests.
- There are three 5's in my credit card number.
- That printed page has too many &'s on it.

3. To show possession or ownership (before 's').

- للتعبير عن الملكية قبل حرف 's'.

- I stayed at my grandmother's house for the holiday.
- The boy's name was on the list of participants in the race.

ملاحظات هامة:

١ الاسم الجمع يتبعه (') فقط عند الجمع إذا انتهى بحرف (s).

- My uncle has a shop which sells girls' clothes.
- We had a party at our grandparents' house last week.

٢ الاسم الجمع يتبعه ('s) عند الجمع إذا لم ينته بحرف (s).

- We were surprised by people's comments about the book.

٣ نضع ('s) بعد الاسم الثانى عند الملكية المشتركة.

- We had lunch at our friends Ted and Fred's restaurant.

٤ نضع ('s) بعد الاسمين عند التعبير عن اختلاف وليس اشتراك كل منهما فى الملكية.

- Shawky's and Ashraf's houses were designed by the same architect.

٥ نضع ('s) بعد آخر كلمة من الاسم المركب للتعبير عن الملكية.

- This is my brother-in-law's fishing boat.
- We have P. E. lessons at our high school's gym.

٦ نضع (') بعد الأسماء المفردة التى تكون فى شكل جمع، أو التى تحتوى على كلمة أخيرة فى شكل جمع للتعبير عن الملكية.

- Most people admired the Beatles' first album at its time.
- Many young people are attracted by the United States' system.

٧ لجمع الاختصارات (الحروف التى تعبر عن كلمات) يمكن استخدام (s) أو ('s).

- I have five CDs (CD's) for Amr Diab's songs.

٨ لاحظ استخدام (') مع كلمات أو تعبيرات محددة.

- It was just ten minutes' walk from my house to my office.
- Last year's holiday was one of our best.
- The bus arrived at five o'clock.
- Let's go to the cinema for the weekend.
- Ali was at the grocer's when he lost his wallet.

٩ لا نستخدم (') مع (its - your) اللذين يستخدمان كصفة ملكية.

- Your grammar is improving.
- The dog wagged its tail when the boy came home.

١٠ لاحظ الفرق بين (Who's) و (Whose) كأداتى استفهام.

- Who's (who is) going to the party?
- Whose party is it?

Check Point 2

Punctuate the following sentences:

1. my fathers birthdays in july.

   ....

2. in three weeks time well have to begin school again.

   ....

3. didn t you hear that they re leaving tomorrow?

   ....

4. the women s shoes are on the second floor.

   ....

5. The worlds population is growing

   ....

6. **Choose the correct answer:**

   Simon, Mike and Peter were playing. Lisa came and kicked the .... ball away.

   a) boys b) boy's c) boys' d) boys's

7. **Choose the correct answer:**

   A snake uses .... tongue to sense what is happening around it.

   a) its b) it c) it's d) it is

8. **Choose the correctly punctuated sentence:**

   a) Her husbands wallet was full of curious items.
   b) Her husband's wallet was full of curious items.
   c) Her husbands' wallet was full of curious items.
   d) Her Husbands' Wallet was full of curious items.

9. **Choose the correctly punctuated sentence:**

   a) The womens' s dresses are on the second floor.
   b) The woman' dresses are on the second floor.
   c) The womens' dresses are on the second floor.
   d) The women's dresses are on the second floor.

10. **Which sentence below is punctuated correctly?**

    a) You may not enter Mr. Harris's office without his permission.
    b) You may not enter Mr. Harris office without his permission.
    c) You may not enter Mr. Harrises office without his permission.
    d) You may not enter Mr. Harrises' office without his permission.

3 Comma

الفاصلة

تستخدم الفاصلة فى الحالات التالية:

1. To separate items in dates and places.
- لفصل العناصر فى التواريخ والأماكن.
   - My brother was born on July 1, 1988.
   - He spent his summer vacation in Paris, France.
2. In the openings of friendly letters and in the closings of all letters.
- فى بدايات الخطابات الودية، وفى ختام جميع الرسائل.
   - Dear Father, - Yours truly,
3. Between words or groups of words in a series.
- بين الكلمات أو مجموعات الكلمات فى سلسلة.
   - My lunch contained sandwiches, an apple, cake, and one raw carrot.
4. To separate adjectives before a noun.
- لفصل الصفات قبل الاسم.
   - Samy bought a shiny, new, red, sports car.
5. Before a conjunction in a compound sentence.
- قبل أداة الربط فى جملة مركبة.
   - The weather was cool, but we went to the pool.
   - Ali was running very fast, and he won the race.
6. To separate sentences in a complex sentence when we start with the conjunction.
- لفصل الجمل فى جملة معقدة عندما نبدأ بأداة الربط.
   - While waiting for the bus, I fell asleep.
7. To set off words that interrupt the main idea of a sentence.
- لتقديم الكلمات التى تقاطع الفكرة الرئيسية للجملة، وهى:
   - by the way however still incidentally
     for example furthermore in fact of course
   - Our team trained very hard, however we lost the match.
8. To set off appositives.
- لتقديم عبارة اعتراضية
   - Mohamed, my youngest brother, was born on August 5th.
9. To set off non-essential words and phrases.
- لتقديم الكلمات والعبارات غير الأساسية.
   - The woman, who is fifty years old, came into the conference room.
10. To set off the name of the person spoken to.
- لتقديم اسم الشخص المتحدث إليه.
   - I have finished the exercise, Mr. Yasser.
11. In quotations.
- فى الاقتباسات (الكلام المباشر).
   - Manar said, "I haven't seen this film before."
12. To set off question tags.
- لتقديم السؤال المذيل.
   Mona didn't come to the concert, did she?

Check Point 3

Punctuate the following sentences:

1. the pet shop has cats dogs hamsters fish and turtles.

   ....

2. i really wanted cereal this morning but i didn t have any milk.

   ....

3. i need to buy a dress so i m going to the mall.

   ....

4. i think you're wrong john.

   ....

5. these willow trees are beautiful aren t they?

   ....

6. **Which of these sentences uses commas correctly?**
   - a) The students are required to bring, their textbooks, pencils and disks to class.
   - b) The students are required to bring their textbooks, pencils, and disks to class.
   - c) The students are required to bring their textbooks pencils and disks to class.
   - d) The students are required to bring their textbooks, pencils and disks to class.
7. **Which of these sentences uses commas correctly?**
   - a) She left Albany, New York, on January 18 of that year.
   - b) She left Albany, New York on January 18, of that year.
   - c) She left Albany New York, on January 18 of that year.
   - d) She left Albany New York, on January 18, of that year.
8. **Choose the correctly punctuated sentence:**
   - a) Although, you may be right I cannot take your word f or it.
   - b) Although, you may be right, I cannot take your word for it.
   - c) Although you may be right I cannot take your word for it.
   - d) Although you may be right, I cannot take your word for it.
9. **Choose the correctly punctuated sentence:**
   - a) I can go to the park with you but I have to do my homework first.
   - b) I can go to the park, with you, but I have to do my homework first.
   - c) I can go to the park with you, but I have to do my homework first.
   - d) I can go, to the park, with you but I have to do my homework first.
10. **Which of these sentences uses commas correctly?**
    - a) Alex on the other hand was crazy about playing baseball.
    - b) Alex on the other hand was crazy, about playing baseball.
    - c) Alex on the other hand, was crazy about playing baseball.
    - d) Alex, on the other hand, was crazy about playing baseball.

4 Colon النقطتان الرأسيتان

تستخدم النقطتان الرأسيتان فى الحالات التالية:

1. After the greeting in a business letter.
   - بعد التحية فى خطاب العمل.
   - Dear Sir:
   - To Whom It May Concern:
2. To separate hours and minutes
   - لفصل الساعات والدقائق.
   - The plane departs at 14:10.
3. To express a ratio.
   - للتعبير عن النسبة.
   - The study revealed that cats outnumbered dogs by 3:1.
4. To separate acts from scenes in a play.
   - لفصل الفصول عن المشاهد فى المسرحية.
   - Act III: Scene 2 is my favourite part of the play.
5. To set off dialogue for a play or other script.
   - لتقديم الحوار للمسرحية أو أى سيناريو آخر.
   - Fouad: The power went off, so I slept in.
6. To introduce a list of items.
   - لتقديم قائمة بالعناصر.
   - The bookstore specialises in three subjects: art, architecture, and graphic design.
7. Between independent clauses when the second explains or illustrates the first
   - بين الجمل المستقلة عندما تشرح الثانية أو توضح الأولى.
   - I have very little time to learn the language: my new job starts in five weeks.

5 Semicolon الفاصلة المنقوطة

تستخدم الفاصلة المنقوطة فى الحالات التالية:

1. To connect sentences that are closely related.
   - لربط الجمل وثيقة الصلة.
   - Some people like ketchup with their fries; others prefer vinegar.
2. To divide the items of a list if the items are long or contain internal punctuation.
   - لتقسيم عناصر القائمة إذا كانت العناصر طويلة أو تحتوى على علامات ترقيم داخلية.
   - My plan included taking him to a nice dinner; going to the park to look at the stars; and having a ride along the beach.
3. To separate a statement from its explanation.
   - لفصل جملة عن تفسيرها.
   - Be here by three o'clock at the latest; otherwise, we will not wait.

Check Point 4

Punctuate the following sentences:

1. My brother likes oranges my sister hates them.

   ....

2. The car has a number of extras sun roof, tinted windows, heated seats, and wing mirrors.

   ....

3. Both of these types of video games share one important factor they contain violence.

   ....

4. Cycling is excellent exercise I cycle everyday.

   ....

5. I ordered the CD six weeks ago therefore, I expected it to arrive by now.

   ....

6. **Choose the sentence with the correct punctuation.**
   a) You asked for forgiveness, he granted it to you.
   b) You asked for forgiveness; he granted it to you.
   c) You asked for: forgiveness. He granted it to you.
   d) You asked for forgiveness he granted it to you.
7. **Choose the sentence with the correct punctuation.**
   a) The Egyptian flag has three colours; red, white, and black.
   b) The Egyptian flag has three colours: Red, white, and black.
   c) The Egyptian flag has: three colours. Red, white, and black.
   d) The Egyptian flag has three colours: red, white, and black.
8. **Which of the following sentences has the correct punctuation?**
   a) The order was requested six weeks ago; therefore, I expected the shipment to arrive by now.
   b) The order was requested six weeks ago, therefore. I expected the shipment to arrive by now.
   c) The order was requested: six weeks ago, therefore, I expected the shipment to arrive by now.
   d) The order was requested six weeks ago: therefore, I expected the shipment, to arrive by now.
9. **Choose the correct punctuation for the following sentence.**
   a) She has three dogs: two poodles and: a bulldog.
   b) She has three dogs; two poodles and a bulldog.
   c) She has three dogs: two poodles and a bulldog.
   d) She has three dogs, two poodles, and a bulldog.
10. **Choose the correct punctuation for the following sentence.**
    a) My sister loves mysteries; my brother likes comics.
    b) My sister loves mysteries, my brother likes comics.
    c) My sister loves mysteries my brother likes comics.
    d) My sister loves mysteries: my brother likes comics.

6) Hyphen الشرطة الواصلة

تستخدم الشرطة الواصلة فى الحالات التالية:

1. In some compound words.

- فى بعض الكلمات المركبة.

  - My brother-in-law is a police officer.

2. With some prefixes and some suffixes.

- مع بعض البادئات وبعض اللواحق.

  - She was very non-specific in her request.

3. In compound numbers from twenty-one to ninety-nine.

- فى الأعداد المركبة من واحد وعشرين إلى تسعة وتسعين.

  - My grandmother will be seventy-seven next week.

4. In fractions, when written out as words.

- فى الكسور، عند كتابتها ككلمات.

  - We still had three-quarters of a tank of gas.

5. When two or more words are joined to form a single adjective before the noun.

- عندما يتم ضم كلمتين أو أكثر لتشكيل صفة واحدة قبل الاسم.

  - The fourteen-year-old dog was remarkably healthy.

6. With nouns that follow a single letter.

- بأسماء تلى حرف واحد.

  - We went the wrong way, so we had to make a U-turn.

7) Parentheses الأقواس

1. To enclose an interrupting word or word group that adds information, but does not change the meaning of a sentence.

- لتضمين كلمة أو مجموعة كلمات تضيف المعلومات، لكنها لا تغير معنى الجملة.

  - Our teacher (a good-looking man in his 40s) introduced himself.

2. To clarify an idea.

- لتوضيح فكرة.

  - My favourite teacher, Mr. Sami (Mr. Sami who teaches science), lives down the street from us.

3. To show equivalent measures or values.

- لإظهار القياسات أو القيم المكافئة.

  - The Weather Network was predicting fifteen centimetres (six inches) of snow.

4. To enclose directions and references.

- لإرفاق التوجيهات والمراجع.

  - The comma (see Lesson 2) is often misused.

8 Dash الخط الفاصل

Em Dash (—)	En Dash (–)

1 Em Dash (—)

يستخدم الخط الفاصل فى الحالات التالية:

- An em dash is used to indicate a break in a sentence or question. It is used in the same manner as a parenthetical expression.

- يتم استخدام الواصلة الطويلة للإشارة إلى انقطاع فى جملة أو سؤال. يتم استخدامه بنفس طريقة التعبير عن الأقواس.

- Black Beauty—my all-time favourite book—was for sale at the bookstore.
- I've decided to do outdoor activities—riding my bike, hiking, and skating.
- He quickly picked up his toys—ball, glove, and bike—and hurried home.

2 En Dash (–)

- It is used to punctuate a range of numbers (dates or quantitative values), acting in place of the words to or through in drawing a comparison.

- يتم استخدامها لوضع علامات الترقيم على نطاق من الأرقام (التواريخ أو القيم الكمية)، والعمل فى مكان الكلمات من خلال رسم مقارنة.

- She worked here from 2015–2019.
- The final score was 14–10.
- The final exam will cover chapters 1–10.

9 Ellipsis علامات الحذف

- It is used to indicate an omission of a word or words within a sentence.

- يتم استخدامها للإشارة إلى حذف كلمة أو كلمات داخل الجملة.

- "After school I went to Ali's house, which was a few blocks away, and then came home."
- "After school I went to Ali's house … and then came home."

Check Point 5

1. **Use a dash to punctuate this sentence.**
   He wanted only one thing in life money.
   ....
2. **Rewrite the sentence below, using a hyphen correctly.**
   We found twenty nine errors in the document.
   ....
3. **Use the dash to punctuate this sentence.**
   All four of them Sam, Jack, Jane, and Mike did well in high school.
   ....
4. **Use an ellipsis to punctuate the end of this sentence.**
   Ah, those were the good old days.
   ....
5. **Use parentheses to punctuate this sentence.**
   We went to Ottawa a very hot place on our trip across Canada.
   ....
6. **Which sentence uses dashes correctly?**
   a) If I knew everything--which I don't--then my grade would be so much higher.
   b) If I knew everything--which I don't then--my grade would be so much higher.
   c) If I knew everything which I don't--then my grade would be so much higher.
   d) If I knew everything which I don't then my --grade would be so much higher.
7. **Which of the following uses parentheses correctly?**
   a) All of my life all (12 years) has been in Aswan.
   b) All of my life (all 12 years has) been in Aswan.
   c) All (of my life) all 12 years has been in Aswan
   d) All of my life (all 12 years) has been in Aswan.
8. **Which sentence uses dashes correctly?**
   a) My sister-- is coming to visit soon not soon enough!
   b) My sister is coming to visit soon--not soon enough!
   c) My sister is coming to visit-- soon not soon enough!
   d) My sister is coming to visit soon not soon -- enough!
9. **Add a hyphen to the following sentence:**
   The novel The Martian Chronicles has twenty two chapters.
   a) novel-The Martian Chronicles
   b) twenty-two-chapters
   c) twenty-two
   d) Correct as is
10. **Where should parentheses be placed in the following sentence?**
    The American Civil War 1861-1865 caused great pain and suffering.
    a) (Civil War)
    b) (and suffering)
    c) (1861-1865)
    d) No parentheses are needed

10 Quotation marks
علامات الاقتباس / القول

1 To enclose the exact words of the speaker.

- لإرفاق كلمات المتحدث بالضبط.

- "I hope you will be here," he said.

2 To identify titles of short works.

- لتحديد عناوين الأعمال القصيرة.

- In Lesson 2, you read the poem "The Gardener."

3 To emphasise a word in a sentence.

- للتأكيد على كلمة في جملة.

- My cousin makes me angry because she uses the word "brilliant" all the time.

4 To enclose a technical term, a slang expression, or to define a word.

- لإرفاق مصطلح تقني، تعبير عام، أو تعريف كلمة.

- Do you know that the term "piano" means "soft"?

ملاحظات هامة:

١ يتم استخدام (,) مع علامات الاقتباس بالطريقتين التاليتين.

- My father always said, "Be careful what you wish for."
- "We will buy a new computer," said Mary.

٢ يتم بدء الجملة داخل علامات القول بحرف كبير إذا كانت جملة واحدة أو جملتين منفصلتين أو أكثر، أما إذا كانت أكثر من جملة متصلة فتبدأ الثانية بحرف صغير.

- She said. "What do you think?"
- "I don't care," she said, "what you think about it."

٣ إذا أردنا تضمين كلمة أو عبارة إضافية بالجملة داخل علامات القول فإننا نستخدم علامات قول مفردة.

- Ehab said, "I heard Dad reply, 'No!' when Essam asked if he could have the car."

11 Full stop/ Period
النقطة

- To mark the end of a sentence which is not a question or an exclamation.

لتمييز نهاية جملة ليست سؤالًا أو تعجبًا.

- I was born in Australia and now live in Indonesia.

- To indicate an abbreviation.

للإشارة إلى اختصار.

- We are coming on Fri., Jan. 4.

12 Exclamation mark علامة التعجب

- It is used at the end of a sentence or a short phrase which expresses very strong feeling.

- يتم استخدامها فى نهاية جملة أو عبارة قصيرة تعبر عن شعور قوى للغاية، مثل: الغضب أو المفاجأة أو الفرح.

- What a lovely view you have here!
- That's fantastic!
- Good heavens!
- What fools people can be!

13 Question mark علامة الاستفهام

- To mark the end of a question.

- لتمييز نهاية السؤال.

- When will we be arriving?
- Why did you do that?
- Does any of this matter?
- He's certain to be elected, isn't he?

ملاحظات هامة:

١ نستخدم (.) بعد السؤال غير المباشر.

- He asked if I had seen the film yet.

٢ يمكن استخدام (?) بعد الجملة التى تعبر عن استفهام أو عدم تأكد (فى الكلام العامى غالبًا)، وهنا يمكن استخدام أكثر من علامة استفهام.

- See you at 9 pm?
- I think you said it would cost $10???

Check Point 6

Punctuate the following sentences:

1. he likes to talk about hockey, she said, especially when the matches are on tv.

   ....

2. can you believe, Leila asked me, that we still have 85 days of school to attend

   ....

3. did you say emad won first prize in the contest

   ....

4. i wonder what your favorite colour is

   ....

5. how wonderful your painting is

   ....

6. **Which sentence below uses quotation marks appropriately?**
   - **a)** Waleed said Salim wants to play inside, not outside.
   - **b)** Waleed said, " Salim wants to play inside, not outside.
   - **c)** " Waleed said, " Salim wants to play inside, not outside.
   - **d)** Waleed said, " Salim wants to play inside, not outside."

7. **Which sentence below uses quotation marks appropriately?**
   - **a)** Where will you go? she asked.
   - **b)** "Where will you go?" she asked.
   - **c)** "Where will you go? she asked.
   - **d)** Where will you go?" she asked.

8. **Choose the sentence that ends with the correct punctuation mark.**
   - **a)** What is your teacher's name?.
   - **b)** What is your teacher's name?
   - **c)** What is your teacher's name!
   - **d)** What is your teacher's name.

9. **Choose the sentence that ends with the correct punctuation mark.**
   - **a)** Kamel asked, "Will you take me to the mall."
   - **b)** Kamel asked, "Will you take me to the mall"?
   - **c)** Kamel asked, "Will you take me to the mall?"
   - **d)** Kamel asked, "Will you take me to the mall."

10. **Choose the sentence that ends with the correct punctuation mark.**
    - **a)** Hey, watch out for that car?
    - **b)** Hey, watch out for that car!.
    - **c)** Hey, watch out for that car!?
    - **d)** Hey, watch out for that car!

Punctuation Exercises

Choose the correct answer from a, b, c or d:

1. In the words "See you tomorrow" she said, a comma is needed .... the second quotation mark.
   a) just after b) just before c) before and after d) between
2. We use .... at the beginning of the proper nouns, languages and abbreviations.
   a) commas b) full stops c) capital letters d) small letters
3. To be easily understood, you should use .... in written language.
   a) essays b) punctuation c) capital letters d) commas
4. One of the following isn't of the punctuation marks.
   a) semicolon b) colon c) hemicolon d) Parentheses
5. .... are put before and after the extracted words.
   a) Inverted commas b) Full stops
   c) Question marks d) semicolons
6. When a person owns something , we use a/an .... to indicate possession.
   a) comma b) apostrophe c) semicolon d) dash
7. If a word that's too long to fit on a line is broken into two parts, the first part ends with ....
   a) a hyphen b) a backslash
   c) a full stop d) an ellipsis mark
8. What is the punctuation mark in "they're" and "children's" called?
   a) quotation sign b) apostrophe c) possessive d) super comma
9. Which can replace the brackets in this sentence? "May Day (also Labour Day or Workers' Day) is celebrated on May 1."
   a) commas b) dashes c) colons d) Both A and B
10. .... were glad when summer break came.
    a) Students; b) Students, c) Students: d) Students
11. Which is another word for quotation mark?
    a) Apostrophe b) Dash
    c) Quotation sign d) Inverted comma
12. This is absolutely incredible ....
    a) : b) ! c) . d) ;
13. Watch out for the broken glass ....
    a) . b) , c) ! d) ?
14. Choose the correct punctuation mark:
    Do the washing up well, or you will be dismissed ....
    a) ? b) ! c) : d) .

15 Choose the correct punctuation mark:
Ahmed was ill yesterday, wasn't he ....
a) . b) ? c) ! d) ;

16 Which of these do you think was the writer's real intention?
a) He said, "Shall we eat Mummy?"
b) He said, "Shall we eat?" Mummy.
c) He said, "Shall we?" Eat Mummy?
d) He said, "Shall we eat, Mummy?"

17 Which of the following is correctly punctuated?
a) Ahmed and Sameh, who have been friends for years, go on vacation together every summer.
b) Ahmed and Sameh, who have been friends for years, go on vacation together, every summer.
c) Ahmed and Sameh who have been friends for years, go on vacation together every summer.
d) Ahmed and Sameh who have been friends for years go on vacation together every summer.

18 To ...., Jehan was on time for her math class.
a) everybodys surprise
b) everybody's surprise
c) everybodys' surprise
d) every body's surprise

19 Billboards اللافتات are considered an important part of advertising for big business, ... by their critics.
a) but, an eyesore;
b) but, "an eyesore,"
c) but an eyesore
d) but-an eyesore

20 I can never remember how to use those two common words, "sell," meaning to trade a product for money, or .... meaning an event where products are traded for less money than usual.
a) "to sale," b) sale. c) "sale d) "sale,"

21 The class just finished reading .... a short story by William Golding about some cruel boys on a deserted island.
a) "Lord of the Flies,"
b) Lord of the Flies
c) Lord of the Flies,
d) -"Lord of the Flies",

22 Which of the following is correctly punctuated?
a) We had a great time in the zoo – the children really enjoyed it.
b) We had a great time in the Zoo! the children really enjoyed it.
c) We had a great time in the zoo? the children really enjoyed it.
d) We had a great time in the Zoo. the children really enjoyed it.

23 Which of the following is correctly punctuated?
a) Some people work best in the mornings. others do better in the evenings.
b) Some people work best in the mornings; others do better in the evenings.
c) Some people work best in the mornings; Others do better in the evenings.
d) Some people work best in the mornings! others do better in the evenings!

24 Which of the following is correctly punctuated?
a) what are you doing next weekend!
b) what are you doing next Weekend?
c) What are you doing next weekend?
d) What are you doing Next Weekend?

25 Which of the following is correctly punctuated?
a) Mother said, "Where have you been, Ahmed?"
b) Mother said. "Where have you been, Ahmed?"
c) Mother said, "where have you been! Ahmed?"
d) Mother said, "Where have you been? Ahmed?"

26 Which of the following is correctly punctuated?
a) Did you understand why I was upset?
b) "Did you understand why was I upset?"
c) Did you understand why I was upset.
d) Did you understand? why I was upset!

27 Which of the following is correctly punctuated?
a) It is a fine idea? let us hope that it is going to work.
b) It is a fine idea; let us hope that it is going to work.
c) It is a fine idea. let us hope that it is going to work.
d) It is a fine idea; let–us- hope that it's going to work.

28 Which of the following is correctly punctuated?
a) We will be arriving on Monday morning ! at least, I think so.
b) We will be arriving on Monday morning . at least, I think so.
c) We will be arriving on Monday morning – at least, I think so.
d We will be arriving on Monday morning ? at least, I think so.

29 Which of the following is correctly punctuated?
a) He is not really (nice-looking), and yet he is admired by all.
b) He is not really Nice Looking, and yet he is admired by all.
c) He is not really nice-looking! and yet he is admired by all.
d) He is not really nice-looking, and yet he is admired by all.

30 Which of the following is correctly punctuated?
a) "When I was a child", I could watch TV whenever I wanted to.
b) When I was a child! I could watch TV whenever I wanted to.
c) When I was a child, I could watch TV whenever I wanted to.
d) when I was a child, I could watch TV whenever I wanted to.

(2) Sentence, Paragraph and Essay

A Sentence writing

- لكتابة مقال جيد يجب أن تبدأ بكتابة جملة صحيحة sentence ثم فقرة paragraph وللقيام بذلك عليك مراعاة التالى:

١ التكوين الصحيح للجملة فالجملة، فى اللغة الإنجليزية تبدأ بالفاعل ثم الفعل.

٢ أن تبدأ كل جملة بحرف capital كبير وواضح.

٣ أن تضع (.) واضحة فى نهاية كل جملة.

٤ أن تستخدم الزمن الصحيح والمناسب لنوعية الموضوع الذى تكتبه، فقد يكون فى المضارع، وقد يكون فى الماضى أو المستقبل أو خليطًا بينهم.

٥ الاستخدام الصحيح للضمائر حسب موقعها فى الجملة.

٦ تجنب استخدام الجمل المعقدة التى تحتوى على مفردات وتركيبات صعبة قد توقعك فى أخطاء أنت فى غنى عنها، وعليك باستخدام الجمل البسيطة والسهلة فى المعنى.

٧ إذا قمت باستخدام أى من أدوات الربط فيجب عليك مراعاة القواعد الصحيحة لها.

1 Sentence Patterns أنماط الجملة

كما أن لكل لغة القواعد النحوية Grammar rules الخاصة فإن لكل لغة أنماطًا خاصة لتركيب الجملة، ولإجادة الكتابة باللغة الإنجليزية يجب أن نعلم الأنماط الأساسية للجمل فى اللغة الإنجليزية للتدريب عليها وأهمها:

Simple sentence الجملة البسيطة

Pattern (1)		
Subject	**Verb**	**Object**
Alaa	often eats	biscuits.
Mary	ate	two apples quickly.
My father and mother	are eating	mangoes now

Check Point 1

Rearrange the words in correct order to make complete sentences:

1. that thin girl / is drinking / milk now

....

2. the robbers yesterday / the police / caught

....

3. our teacher / like /we

....

4. my mother / my baby sister / is looking after

....

5. has just written / a letter / the tall man

....

6. the students / have solved / some problems

....

7. her aunt tomorrow / will visit / Mary

....

8. newspapers every day / my boss / reads

....

9. enjoyed / the movie / the audience

....

10. the cook / some chocolate cakes / has made

....

Pattern (2)			
Subject	**Verb**	**Indirect Object**	**Direct Object**
I	gave	my sister	a birthday present.
My parents	always tell	me	stories.
We	have lent	him	some money.

Check Point 2

Rearrange the words in correct order to make complete sentences:

1. the short man / has bought / some crayons from the stationery shop / his son
   ....
2. the policeman / has just shown / the driver / his driving license
   ....
3. the patient / gave / some medicine / the nurse
   ....
4. brought / me / a bouquet of flowers last week / my uncle
   ....
5. the shopkeeper / the customer / paid / two hundred dollars
   ....
6. he / his brother / the secret / has never told
   ....
7. a postcard from Japan / sent / her / her best friend
   ....
8. did not lend / his new model car / the child / his classmate
   ....
9. her mother / cooked / her / some eggs
   ....
10. has ever given / any help / the blind woman / no one in the street
   ....

Pattern (3)				
Subject	**Verb**	**Direct Object**	**Preposition**	**Indirect Object**
My friend	has sent	a letter	to	me.
His parents	bought	a computer	for	him.

Check Point 3

Rewrite each of the following sentences by placing the word in brackets before the indirect object:

1. The postman took her a letter yesterday. (to)

   ....

2. The dog owner gives his dog a bone every day. (to)

   ....

3. The students sent their teacher a present. (to)

   ....

4. The gardener handed me some flowers. (to)

   ....

5. My mother has taken my father a cup of coffee. (to)

   ....

6. She found me a seat in the concert last Sunday. (to)

   ....

7. Betty has painted her best friend a picture. (to)

   ....

8. I bought father a pair of gloves on his birthday. (to)

   ....

9. The tailor made the princess a new dress. (to)

   ....

10. Judy has baked me some chocolate cookies. (to)

   ....

Pattern 4 (Passive)		
Object	**Verb (to be + P.P.)**	**Subject**
The truck	is driven	by Jim.
Seeds	are eaten	by canaries

Check Point 4

Rearrange the words in correct order to make complete sentences:

1. for/ his/ will be/ to/ A book/ his birthday/ given
....
2. School/ were/ They/ away/ sent/ to
....
3. tonight/ watched/ is going to/ A movie/ be/by us
....
4. regularly/ used/ in/ Three books/ are/ the class
....

2) Compound sentence الجملة المركبة

تحتوى الجملة المركبة على جملتين مستقلتين على الأقل. يمكن دمج هاتين الجملتين المستقلتين مع فاصلة ورابط أو بفاصلة منقوطة.

- She completed her literature review, and she created her reference list.
- He organised his sources by theme; then, he updated his reference list.
- They studied APA rules for many hours, but they realised there was still much to learn.

3) Complex sentence الجملة المعقدة

تحتوى الجملة المعقدة على جملة مستقلة واحدة على الأقل وجملة تابعة واحدة على الأقل. يمكن أن تشير الجمل التابعة إلى الموضوع (who - which) التسلسل / الوقت (since - while)، أو العناصر السببية (because - so) أو الشرطية (if).

- Although she completed her literature review, she still needed to work on her methods section.
- Because he organised his sources by theme, it was easier for his readers to follow.
- They studied grammar rules for many hours as they were so interesting.

لاحظ استخدام فاصلة (,) فى الجملتين الأولتين للبدء بأداة الربط، بينما لا توجد فى الثالثة لوجود أداة الربط فى المنتصف.

4 Compound-complex sentences الجمل المركبة المعقدة

تحتوى الجملة المركبة المعقدة على جملتين مستقلتين على الأقل وجملة تابعة واحدة على الأقل.

- She completed her literature review, but she still needs to work on her methods section even though she finished her methods course last week.
- Although he organised his sources by theme, he decided to arrange them chronologically, and he carefully followed the MEAL plan for organisation.

Check Point 5

Rearrange the words in correct order to make complete sentences:

1. I want/ lose/ chocolate/ daily/ eat / to/ weight,/ I/ yet
....
2. country;/ my/ spend/ I plan/ Italy/ two weeks/ favorite/ is/ to/ there
....
3. yesterday/ but he/ me/ saw/ Sami/ didn't/ I/ see
....
4. went /we only/window-shopping/ the mall;/ We/ however/ went/ to
....
5. football/ Because/ was/ was/ raining,/ the/ match/ it/ cancelled
....
6. when / laughed / Dad/ I told/ My/ a joke
....
7. school / cannot/ leave/ rings/ the bell/ You/ the/ until
....
8. candy/ I like/ a movie/ before/ to eat/ I watch
....
9. the cat/ started/ ran away / so I stopped/ barking / The dog/ so / and I/ couldn't keep up
....
10. because they are loud/ Kenzy/ doesn't like/ cartoons ,/ watch them/ so she doesn't
....

B Paragraph writing

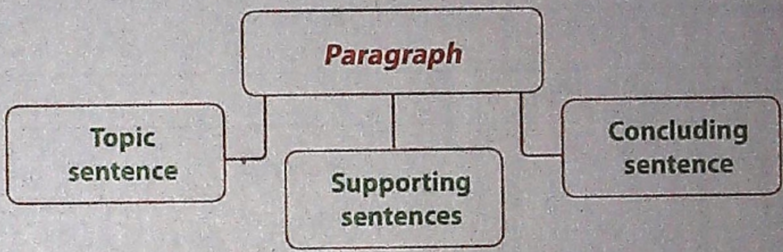
- الفقرة Paragraph أحد أجزاء المقال، ويتحدد دورها وطبيعة الجمل بها حسب نوع المقال، ولكن هناك بعض القواعد العامة التى يجب اتباعها، منها:

١ أن تترك مسافة تعادل خمسة أحرف فى السطر الأول فقط من الفقرة.

٢ أن تراعى الترابط والتنسيق العام بين جمل الفقرة.

٣ استخدام بعض الكلمات والعبارات التى يمكن أن تقوم بدور الرابط بين الجمل (عند الضرورة).

٤ تبدأ كل فقرة بجملة تسمى (جملة الموضوع topic sentence)، وفيها يتم تحديد الفكرة الأساسية المراد توضيحها فى الفقرة، ثم يتبعها عدد من الجمل لتوضيح أو التدليل على الفكرة الأساسية وتنتهى بجملة استنتاجية توضح حقيقة أو اتجاه الكاتب وشعوره.



Topic sentence — جملة الموضوع

It is the first sentence in the paragraph. It opens the paragraph. The topic sentence states the main idea of the paragraph. That is, it shows what the whole paragraph is about. It can be called a 'hook' sentence that attempts to grab the reader's attention so that they want to read on.

هى الجملة الأولى فى الفقرة. وهي التي تبدأ الفقرة. توضح الجملة الافتتاحية الفكرة الرئيسية للفقرة أى، أنه يوضح ما تدور حوله الفقرة بأكملها. يمكن أن يطلق عليها جملة «خطاف» تحاول جذب انتباه القارئ حتى يرغب فى مواصلة القراءة.

Supporting Sentences — الجمل الداعمة

It is the first sentence in the paragraph. It opens the paragraph. The topic sentence states the main idea of the paragraph. That is, it shows what the whole paragraph is about. It can be called a 'hook' sentence that attempts to grab the reader's attention so that they want to read on.

تستخدم لتطوير الجملة الافتتاحية. بمعنى آخر تقدم مزيدًا من المعلومات حول جملة الموضوع. يمكن أن تقدم الجمل الداعمة حقائق، إحصائيات أو تفاصيل أو أمثلة.

وهنا يستخدم الطالب كلمات لربط الجمل لمواصلة الأفكار:

Addition الإضافة

and	و	further	أبعد/بالإضافة
also	أيضًا	furthermore	بالإضافة إلى (ذلك)
besides	بالإضافة إلى ذلك	in addition	بالإضافة
first (second, etc.)	أولًا (ثانيًا.....الخ)	moreover	علاوة على (ذلك)
What's more	وما هو أكثر	next	تالٍ
In addition to that	بالإضافة إلى (ذلك)	As well as	بالإضافة إلى

Giving an opinion عند إبداء الرأى

in my opinion	فى رأيى	in my point of view	فى وجهة نظرى
I see	إنى أرى	I think	أعتقد

Giving an example إعطاء مثال

For example	على سبيل المثال	In fact	فى الحقيقة
For instance	على سبيل المثال	To illustrate	وللتوضيح

Contrasting ideas عند تعارض الأفكار

although	على الرغم من	however	ومع ذلك / ولكن
and yet	ومع ذلك	in contrast	على العكس
but	ولكن	in spite of	على الرغم من
despite	على الرغم من	nevertheless	مع هذا/غير أن
even though	على الرغم من	on the contrary	على العكس
on the other hand	من ناحية أخرى	though	على الرغم من
Apart from that	باستثناء	still	ولكن

To summarise or conclude للتلخيص أو الخاتمة

all in all	في المجمل	in summary	باختصار
in conclusion	للختام/في المجمل	on the whole	في المجمل/على العموم
in other words	بعبارات أخرى	therefore	لذلك
in short,	باختصار	To sum up	ملخصًا لما سبق
To conclude	للختام		

To show time لإظهار الوقت

after	بعد	during	أثناء/خلال
afterward	بعد أن	while	بينما
as	عندما	finally	أخيرًا
as long as	طالما	when	عندما
as soon as	بمجرد أن	immediately	حالا
at last,	في النهاية	later	فيما بعد
before	قبل	meanwhile	في غضون/في أثناء ذلك

To show logical relationships العلاقات المنطقية مثل الشرط والسبب والنتيجة

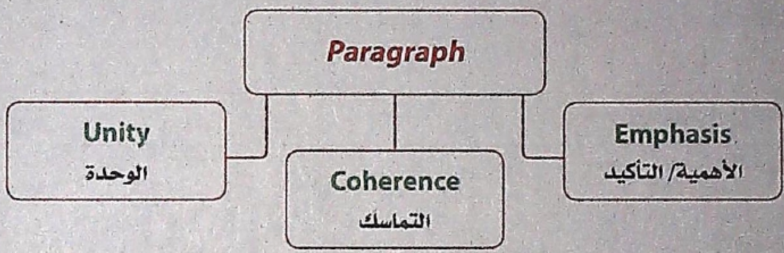
as a result	ونتيجة لذلك	because	لأن
consequently	بالتالي	for this reason	لهذا السبب
hence	من هنا	if	لو
so	لذلك	otherwise	وإلا
therefore	بالتالي	since	لأن
thus	هكذا	then	ثم
unless	لو لم	without	بدون

Concluding sentence الجملة الختامية

The concluding sentence is the last sentence in the paragraph. It usually restates the topic sentence in different words or summarises the main points of the paragraph. It can also serve as an essay 'thesis' statement at the end of an introductory paragraph.

الجملة الختامية هى الجملة الأخيرة فى الفقرة. عادة ما تعيد صياغة الجملة الافتتاحية بكلمات مختلفة أو تلخص النقاط الرئيسية للفقرة. يمكن أن تكون أيضًا بمثابة جملة «أطروحة» لمقال فى نهاية فقرة تمهيدية.

Characteristics of a good paragraph خصائص الفقرة الجيدة



Unity الوحدة

The entire paragraph must be unified on its structure and all the sentences within the paragraph should focus on the topic sentence.

يجب أن تكون الفقرة بأكملها موحدة فى هيكلها، ويجب أن تركز جميع الجمل داخل الفقرة على الجملة الافتتاحية.

Coherence التماسك

Coherence means establishing a relationship between the ideas presented in a paragraph. It brings about a rationale in the arrangement of the ideas which are introduced either in the chronological order or in the order of importance.

يعنى التماسك إقامة علاقة بين الأفكار المعروضة فى الفقرة، كما تعرض أساسًا منطقيًا فى ترتيب الأفكار التى يتم تقديمها، إما بالترتيب الزمنى أو حسب ترتيب الأهمية.

Emphasis الأهمية/ التأكيد

Emphasis is the principle of the paragraph composition in which the important ideas are made to stand. In here it is very important that the main points of the writer should be evident inside the paragraph.

التأكيد هو مبدأ تكوين الفقرة الذى يتم فيه وضع الأفكار المهمة. من المهم جدًا هنا أن تكون النقاط الرئيسية للكاتب واضحة داخل الفقرة.

Model Paragraph

Topic Sentence →	<u>The Internet has become really important for three main reasons.</u> First, it enables people to access more information than ever before. That is, people can read books, newspapers, or magazines online and for free. Second, thanks to the Internet, people can communicate with others in every part of the world via social networking websites like Facebook, Whatsapp, WeChat, Twitter, Skype, Viber, Snapchat, LinkedIn, Reddit, etc. Third, the Internet is a perfect tool to study and get certificates from well-known top universities. In other words, now more than ever, anyone can do free online courses in a variety of subjects. <u>In short, the Internet is, beyond doubt, an essential and valuable tool nowadays.</u>
Supporting Sentences	
Concluding Sentence →	

Check Point 6

Choose the correct answer from a, b, c or d:

1. How many ideas should a paragraph contain?
   a) Only one idea.
   b) More than one idea.
   c) Minimum of two ideas.
   d) Maximum of four ideas.
2. The main idea of a paragraph is introduced by what?
   a) A collection of only adjectives.
   b) A topic sentence.
   c) A collection of only nouns.
   d) A numerical beginning.
3. What can a paragraph be defined as?
   a) A collection of sentences organised on the basis of a single thought or idea or subject.
   b) A minimum of hundred words.
   c) Writing that contains graphs.
   d) A complete story or article or essay.
4. What should good paragraphs do?
   a) Highlight the main idea.
   b) Support the main idea.
   c) Connect to the next point.
   d) All of the above.
5. Paragraphs that are coherent describe a writer's thoughts to be what?
   a) Flowery. **b)** Beautiful.
   c) Logical. **d)** Numerical.
6. When do you use supporting details or supporting sentences?
   a) Before the first sentence at the introduction.
   b) After the last sentence because it helps you summarise the paragraph.
   c) Never use these in paragraphs because they are for essays only.
   d) After the topic sentence and before the closing sentence.

7. Choose the best topic sentence: [______________________] She always takes the time to listen to me. When I was in the hospital, she came to visit me. She always makes sure I get the medication I need. Several of my friends now go to see her, and they like her as much as I do!
   a) I am very happy with my doctor.
   b) It is hard to find a good doctor.
   c) Seeing a doctor has become very expensive.
   d) I love my mother.
8. Choose TWO supporting sentences for this topic sentence: I need to look for a new job.
   a) I like working with my brother.
   b) The commute is very long, and I would like to spend more time with my family.
   c) This is a tough economy, and I am lucky that I still have a job.
   d) Since we now have another child, my salary really isn't enough for our family.
9. What linking word or phrase could you NOT use instead of 'whereas'
   a) however
   b) in addition
   c) On the other hand ...
   d) yet
10. 'However', 'despite' and 'conversely' are all words that can be used ....
   a) As the first word when you begin an article.
   b) As the last word to end an article.
   c) In a paragraph only once.
   d) In a paragraph to show contrast

C Essay writing

- المقال هو الكتابة عن موضوع محدد بوجهة نظر محددة، وينقسم إلى عدد من الفقرات المرتبة والمخططة، بحيث يتم توضيح وشرح جوانب الموضوع المختلفة.
- لكتابة مقال جيد هناك بعض القواعد العامة الهامة التي يجب اتباعها، ومنها:

1 Decide what kind of essay to write. حدد نوع المقال الذى ستكتبه

يتم تحديد نوع المقال حسب الموضوع المطلوب الكتابة فيه، وهناك تقسيمات عديدة لأنواع المقالات، ولكن يمكن تحديد خمسة أنواع هى الأكثر استخدامًا، وهى:

A) Narrative Essay — المقال القصصى (حكاية قصة)

B) Descriptive Essay — المقال الوصفى (وصف شىء أو مكان)

C) Expository Essay — المقال التفسيرى (عرض حقائق ومعلومات عن موضوع محدد)

D) Argumentative / Persuasive Essay — المقال الجدلى/الإقناعى (تناول موضوع من وجهة نظر واحدة مؤيدة أو رافضة)

2 Brainstorm your topic. قم بعصف ذهنى لأفكار خاصة بالموضوع الذى تقوم بالكتابة عنه.

وهنا يتم تحديد عدد من الأفكار والنقاط التى سيتم تناولها فى المقال، ويمكن تقسيم هذه المرحلة إلى:

(أ) سرد الأفكار والنقاط بلا ترتيب، بل بحسب ورودها فى تفكيرك (كما يمكن الاستعانة بمصادر خارجية إن لم يكن لديك إلمام بالموضوع).

(ب) ترتيب وتخطيط الأفكار بحيث يتم وضع نسق محدد للموضوع.

3 Outline your essay. حدد الخطوط العريضة للمقال

والمقصود هنا تحديد الفقرات وعددها حسب نوع المقال والأفكار التى سيتم تناولها، ويمكن تقسيم فقرات المقال كالتالى:

A) Introduction (Paragraph 1) مقدمة

B) Body (Paragraphs 2-3) صلب الموضوع

C) Conclusion (Paragraph 4) الخاتمة

مع ملاحظة أن المقال يمكن أن يتكون من عدد أقل أو أكثر من الفقرات

4 Write a draft of your essay. قم بكتابة مسودة للمقال

قم بكتابة مسودة أولية مستخدمًا الأفكار والخطوط العريضة التى قمت بتقسيم المقال على أساسها.

5 Review your essay to correct mistakes. قم بتقييم المقال لتصحيح الأخطاء

قم بقراءة الموضوع وحاول تصحيح الأخطاء التى يمكن أن تكتشفها مركزًا على التالى:

A) Spelling mistakes الأخطاء الهجائية

B) Grammar mistakes أخطاء قواعد اللغة

6 Finish your essay. أنه كتابة مقالك

بعد أن قمت بالخطوات السابقة قم بكتابة النسخة النهائية للمقال حتى تكون انتهيت من كتابة المقال فى أفضل صورة.

General Outlines of Essay Writing

Introduction	Main Body	Conclusion
ترشد المقدمة القارئ إلى المقال من خلال تقديم الموضوع. يجب أن تبدأ بلفت انتباه القارئ. يمكن أن تكون اقتباسًا، أو تشابهًا، أو سؤالًا، وما إلى ذلك. بعد جذب انتباه القارئ، يجب أن تقدم المقدمة بعض المعلومات الأساسية حول الموضوع، ويجب أن تكون الأفكار الموجودة فى المقدمة عامة بما يكفى ليتمكن القارئ من فهم الاتجاه الرئيسى ويصبح تدريجيًا أكثر تحديدًا ليقود إلى بيان هذا الاتجاه.	يدعم نص المقالة النقاط الرئيسية الواردة فى المقدمة. يتم تطوير كل نقطة بواسطة فقرة واحدة أو أكثر ويتم دعمها بتفاصيل محددة. وبالإضافة إلى هذا الدعم، فإنه يتم مناقشة الموضوع بربط الأفكار معا واستخلاص النتائج التي تدعم الاتجاه الرئيسي للمقال.	يجمع الاستنتاج بين جميع النقاط الرئيسية للمقال. يشير إلى بيان الأفكار الرئيسية للمقال، ويترك للقراء فكرًا نهائيًا واحساسًا بالإغلاق عن طريق حل أى أفكار تم طرحها فى المقالة. وقد تتناول أيضًا آثار الحجة. فى الختام، لا ينبغى تقديم مواضيع أو أفكار جديدة لم يتم تطويرها فى المقدمة أو النص الرئيسى.

A Narrative Essay

المقال القصصى هو الذى تحكى فيه قصة أو تجربة، ولا يقف عند وصف ما حدث فقط، بل يفصل أيضًا ما شعرت به فى ذلك الوقت، وكيف أثرت عليك، وما تعلمته منه والخطوط الرئيسية لكتابة هذا النوع من المقال هى كالتالى:

Outline of a narrative essay

Introduction	Main Body	Conclusion
يقدّم فيها الموضوع والحادث الذى ترويه، واشرح سبب أهميته بالنسبة لك، كما يمكنك أن تلخص بسرعة ما تعلمته أو شعرت به نتيجة للحادث الذى تصفه.	سوف تتحدث الآن عن الحادث الذى ترويه وأثناء القيام بذلك، تأكد من تضمين جميع النقاط المهمة. من شارك؟ أين حدث هذا؟ لماذا حصل هذا؟ صف بالضبط ما حدث، وقد يتم ذلك فى فقرة واحدة أو أكثر.	ارجع إلى ما تعلمته من الحدث، وكيف أثر على فهمك أو نظرتك للموضوع المطروح. وقد لا يتضمن هذا الموضوع خاتمة (خاصة إذا كنت تصف حدثًا لم يؤثر بشكل كبير عليك).

Narrative Essay Model

The Introduction	It was a wonderful week to camp in the great outdoors, even if some of their friends thought it was a strange way to honeymoon. Susan and Mike were looking forward to their week at Great National Park. Little did they know what a learning experience this trip would be. People do not often follow simple directions. However, these campers learned just how important following directions can be.
Setting the scene of the story	After a drive through the mountains, Susan and Mike arrived at the camping area. A ranger at the booth handed them a map and asked, "Have you ever camped with us before?" "A better question would be if we ever camped before," Mike answered. "You'll be fine. Just remember, this isn't a hotel. We do have bears and other animals in the area, so lock your food up in the car," said the ranger as he handed them a lists of Do's and Don'ts.
Developing the plot	Exhausted from their first attempt at setting up a campsite, Susan and Mike crawled inside the tent that evening. They crashed right to sleep. The ranger's list was left laying on the tent floor. Just before sunrise, Mike was awakened by the sounds of metal ripping. He quietly slipped out of the tent. A fully grown black bear was sitting on their picnic table busily. Finding a piece of dried meat, the bear took it and began to eat. Mike started screaming at the bear, "Get out of here! What do you think you're doing?"

Reaching the Climax	By this point, most of the other campers had exited their own tents and watched. The bear was not amused by Mike's threatening. The black bear stood on top of the picnic table to his full height. While the bear actually stood only four feet tall. The bear suddenly fell forward, striking the table with his full weight and snarled. Much more quickly than anyone anticipated, the bear reached out his huge, paw towards Mike. Fear leapt into Mike's eyes as he turned and ran back into his tent.
Finding the Solution	Fortunately, the bear was much more interested in the left-over piece of meat than in Susan and Mike. The bear cautiously turned around, climbed back on top of the table, and continued to eat his early breakfast. Finishing the meal, the bear jumped off the picnic table, licked his paws and mouth, and then left.
The Concluding Paragraph	The audience that had gathered applauded spontaneously, and then slowly returned to their own campsites, shaking their heads in disbelief. Meanwhile, inside the tent, Susan and Mike had lit their lantern and were carefully studying the items listed on the Do's and Don'ts list. The rest of their trip was peaceful as they made sure to follow all the rules at the campsite.

B Descriptive Essay

المقال الوصفى هو المقال الذى تصف فيه شيئًا أو شخصًا أو مكانًا أو عملية أو حدثًا، ويكون هدفك إنشاء تجربة قراءة حية، أو العرض بدلًا من الرواية، والخطوط الرئيسية لكتابة هذا النوع من المقال هى كالتالى:

Outline of a Descriptive Essay

Introduction	Main Body	Conclusion
تقدم المقدمة لمحة عامة موجزة عن موضوع المقالة تحدد فيها الشىء أو الموقف الذى ستقوم بوصفه، كما يمكن إعطاء بعض الانطباعات أو الاتجاهات أو الآراء الخاصة بالموضوع، وعادة ما يحصل القراء على تلميح عما ستكون عليه المقالة من الفقرة الأولى.	يتم استكشاف موضوع المقالة الوصفية وشرحه بالتفصيل فى نص المقال. يمكن لك أن تصف كل جانب من جوانب الموضوع/الشىء اعتمادًا على ما تعتبره مهمًا. عادة يستخدم الكاتب مجموعة كبيرة ومتنوعة من الصفات والظروف لجعل المقال أكثر حيوية وإثارة للاهتمام للقراءة. أيضًا، فى هذا القسم يمكن للمؤلف تقديم أمثلة محددة لتحسين وصف الموضوع (الشىء الموصوف) وتسهيل فهمه للجمهور. يوفر هذا الجزء من المقال للقراء نظرة شاملة لكل جوانب الوصف.	فى هذا الجزء تقدم ملخصًا لما تعتقده أهم نقاط الوصف، كما يتضمن أفكارك الخاصة وشعورك فيما يخص موضوع المقال، وهذا يعتمد بشكل كبير على أسلوب الكتابة والخيال والمهارات التحليلية للكاتب.

Descriptive Essay Model

The Weekend Market

Introduction	Many tourists I have met have told me that one place they have to go is the weekend market. This market is huge and has everything from bags, souvenirs and handicrafts to many kinds of animals, many kinds of plants and it also has a variety of local food. In other words, the weekend market is a great place for shopping and experiencing the local culture.
Describe the location and/or the parts of this place	The market is located near the city's main bus station so people come from all over the country to buy and sell goods. Moreover, it is also near a sky train station and a subway station which makes it very convenient for city people, especially young people who don't have cars. The market is very large and full of hundreds of small shops and stalls. Consequently, it can be confusing to get around. However, if you get lost, it is a good idea to look for the clock tower which is right in the middle of the market. It will help you find your way.

Describe the activities & what happens here	When I walk into the market early on a Sunday morning there are people and cars and motorcycles everywhere. You have to be careful where you walk. Many people are bringing their goods to sell in big bags on carts and trolleys. In fact, you might even have to jump out of the sellers' way as they charge along the narrow walkways with their goods. In addition to the sellers, tourists and locals are pouring in looking for something to eat or ready to start shopping. As time goes by, the market gets more and more crowded and you have to start squeezing past people to keep moving.
Describe the sensory details: sights, smells, tastes, sounds etc.	As you walk through the market you will experience many sensations. For example, there are many smells, scents and aromas. One moment you will be smelling the aromas of stir-friend cooking dishes from a small restaurant and the next you smell the scents of orchids and other flowers as you pass through the cooler and more relaxing garden section. Furthermore, walking deeper into the market, your eyes will have trouble recording so many products with their many colors, designs and sizes. After a while you may feel dizzy and look for a quiet place to have a rest and a refreshing drink. Fortunately, there are many small cafes and drink stalls selling fresh coconut juice, orange juice or iced water.
Conclusion	To sum up, a day at the weekend market is both a day of shopping and a unique experience for your senses. It is a kind of magical journey that is great as a first experience for tourists and an escape from daily life for locals. Moreover, while it is usually hot and crowded, the atmosphere is friendly and good-natured.

C Expository Essay

المقال التفسيرى هو الذى تقوم فيه بشرح حقائق متصلة بموضوع ما أو توضيح شىء بطريقة يصبح واضحًا للقراء لذلك يمكن أن يكون تحقيقًا أو تقييمًا لأهمية الموضوع المتناول للتوضيح.

Outline of an expository essay

Introduction	Main Body	Conclusion
تحتوى المقدمة على تحديد الموضوع المراد الكتابة عنه، مع عرض موجز للجوانب التى ستقوم بتفصيلها وسردها فى المقال ويجب ألا تتضمن أى تفاصيل عن هذه الجوانب.	فى فقرتين أو ثلاث قم بسرد كل الجوانب والحقائق عن الموضوع، ويمكن تضمين بعض الأدلة والتفاصيل الخاصة بكل جانب من جوانب الموضوع، مع ملاحظة أن الموضوع لا يتضمن أى وجهة نظر محددة، بل هو سرد للمعلومات الخاصة بالموضوع المراد توضيحه للقارئ.	تتضمن الخاتمة تلخيصًا موجزًا للحقائق التى تم عرضها فى المقال، ويمكن إدراج أى تقييم للموضوع الذى تم توضيح جوانبه المختلفة، ويمكن أن تتضمن الخاتمة حثًا للقارئ للبحث عن جوانب وحقائق أخرى لهذا الموضوع.

Expository Essay Model

Friendship

Introduction

Friendship plays an important role in everyone's life. It is based on the simple rules of trust and honesty. It is the most wonderful relationship that every person can have if he or she is loyal, dependable, kind, caring, and loving. True friends try to avoid conflicts and do everything possible to make their relations stronger. A true friendship is a reward for all the good we do in our life.

Main Body (1)

A true friend is a person you can always count on when you face challenges and serious problems. He or she always offers a shoulder to cry on in case something wrong happens. Your friend always listens to your problems, gives you good piece of advice, and never talks behind your back. A true friend is never envious of your achievements. This person respects you and keeps all your secrets. A true friend is there for you in the times of need, he makes you smile when you forgot how to, and lift you up when you can't not lift up yourself.

Main Body (2)	A true friendship is something that can't be expressed with words. Friendship is being able to cry together. Friendship is being foolish together. It is being mad at each other. True friends are always ready to protect each other from being hurt emotionally and physically. It takes time and patience to build a strong friendship and achieve trust between two friends. It is very important to have somebody with whom you can share your thoughts freely.
Conclusion	A good friendship is very difficult to find. That is why we should appreciate this divine relationship that is based on understanding and feelings. There are a lot of benefits of friendship. We just need friends to live happily. Lasting friendship is a blessing for everybody. We don't have to pretend to be someone else when we spend time with our friends. They give us total freedom to be who we really are. We should be grateful to people who make us happy. A true friend is one of the most precious possessions that one can have in his life.

D Argumentative/Persuasive Essay

إن المقال الجدلى/الإقناعى هو المقال الذى يقوم الكاتب فيه بعرض أفكار أو آراء مختلفة حول موضوع واحد، ويتخذ موقفًا من قضية ما جيدًا، ثم يحاول الكاتب إقناع القراء بفهم وجهة نظره حول موضوع ما ودعمها عن طريق ذكر أسبابه وتقديم أدلة لدعمه.

Outline of Argumentative/Persuasive Essay

Introduction	Main Body	Conclusion
يجب أن تحدد المقدمة الفكرة الأساسية للمقال، وتوفر معلومات أساسية ضرورية لفهم الفكرة، وتحدد الجوانب أو الآراء المختلفة للموضوع التى سوف تقوم بعرضها (مثل المزايا والعيوب لموضوع المقال)، ويمكن أن تحدد اتجاهك الأساسى فى الموضوع الذى ستناقش جوانبه، ويفضل أن يكون موجزًا من جملة واحدة لنقاطك الرئيسية.	يتألف المقال الجدلى النموذجى من فقرتين أو أكثر تشرح أسباب دعمك لرأيك. يجب أن تغطى كل فقرة فكرة مختلفة أو دليلًا مختلفًا، حيث تقوم بعرض وجهات النظر المتعارضة ودحضها، أو شرح سبب عدم موافقتك عليها. إن تقديم الحقائق والنظر فى موضوع من كل زاوية يضيف مصداقية وسيساعدك على كسب ثقة القارئ.	هنا يجب عليك تلخيص رأيك وكل وجهة نظر من قسم المقال. يجب أن تجذب الخاتمة القارئ وتفرض حجة رأيك، كما يجب أن تضع فى اعتبارك أيضًا أن الفقرة تربط فقط الجوانب المركزية للمقال، ولا يمكنها تقديم حجج أو حقائق جديدة.

Argumentative/Persuasive Essay Model

Animal Testing

Introduction	Medical research involving animals has dramatically improved the health of the human race. Without animal testing, the cure for polio would not exist and diabetics would suffer or die from their disease. Despite these benefits, some people believe that animals should be not be used for testing medical techniques and drugs. This essay will outline the advantages of animal testing.
Point of View (1)	Animal testing allows scientists to test and create new drugs. Animals such as monkeys or rabbits have similar physical processes to humans. This allows scientists to test the effects of certain drugs. If a drug produces adverse effects in animals, it is probably unfit for human use. Animal testing is cheap. There is a large supply of animals for medical research. Animals are easily bred and maintained safely in controlled labs. The costs of testing on humans would be extremely high.
Point of View (2)	Many people argue that animal testing is cruel. In some cases, this is true. However, it would be much more cruel to test new drugs on people or children, or to let people die because there was not enough information about a drug. Furthermore, legislation in most countries sets standards for animal treatment, and laboratories have guidelines to prevent cruelty. Opponents of animal research also say that information from animals does not apply to humans. They point to certain commercial drugs, which have been withdrawn because of side effects in humans. While it is true that animal systems differ from human systems, there are enough similarities to apply information from animals to humans.
Conclusion	Animal testing is needed in the world we live in. Our responsibility is to manage the animals in our care and balance their suffering against the good that comes from them.

Check Point 7

Choose the correct answer from a, b, c or d:

1. An essay is ....
   a) a song with a story
   b) a poem that has many stanzas
   c) a type of writing that has organised paragraphs
   a type of writing that requires research
2. What is the first component of an essay introduction?
   a) Background.
   b) Thesis.
   c) Hook.
   d) Concluding sentence.
3. Where should you share the thesis (claim) for the first time in an essay?
   a) At the beginning of the essay.
   b) At the end of the introduction.
   c) In your first body paragraph.
   d) In your conclusion.
4. Which of the following is necessary and expected in each body paragraph of an argumentative essay?
   a) Evidence.
   b) Rephrased thesis.
   c) A concluding sentence.
   d) First person pronouns.
5. What should you do in your conclusion after you restate the thesis?
   a) Summarize every detail of your whole essay.
   b) Demand the reader agree with you.
   c) Leave your reader thinking.
   d) Summarize your major points.
6. An expository essay ....
   a) Compare the similarities and the differences
   b) Make an argument
   c) Explain briefly about a topic
   d) Describe a story

7. What is descriptive essay?
   - a) Analyzes something, such as in literature an analytical essay analyzes a piece of literature from different angles
   - b) Express something to make readers feel, smell, see, taste, or hear what is described
   - c) Written on literary pieces to evaluate them on the basis of their merits or demerits
   - d) Convince the target audience to do something or not do something
8. In which type of essay do you need to include sensory details and descriptive language?
   - a) Narrative.
   - b) Argumentative.
   - c) Explanatory/Informative.
   - d) None of above.
9. The introductory paragraph has three parts. Which of the following is NOT part of the paragraph?
   - a) Thesis.
   - b) Direct quote.
   - c) Background.
   - d) Hook.
10. Which type of essay would this topic sentence best go with: The day I won first place in the box car derby race was the proudest day of my life.
    - a) persuasive
    - b) expository
    - c) descriptive
    - d) narrative

(3) Email Writing

تطبق نفس قواعد كتابة المقال السابقة لأن كليهما يكون من تكوين الجمل السليقة، إلا أن البريد الإلكترونى أسهل لأن به شكلًا معينًا يستطيع كل طالب أن ينفذه، ويكون عادة أقل حجمًا من المقال المعتاد (رغم أن معدى الأسئلة يطلبون نفس العدد من الكلمات كالمقال)، ويمكن تقسيمه أيضًا إلى فقرات تتضمن مقدمة والموضوع والخاتمة، مع ملاحظة أنه هناك نوعين من البريد الإلكترونى:

Email	
A) Formal Email	**B) Informal Email**
هذا النوع تم استخدامه حديثًا من جانب الهيئات والشركات للتعامل مع بعضها البعض أو التعامل مع العملاء والموظفين والمتقدمين للوظائف المختلفة، وهذا النوع يتميز بلغة أكثر رسمية بعدم وجود جمل التحيات والمجاملات المتعارف عليه.	هذا النوع يتضمن رسائل التواصل بين الأشخاص مع كتابة الجمل فى الموضوع بشكل أقل رسمية بتضمين جمل التحيات والمجاملات المتعارف عليه؛ لأن الرسالة عادة تكون بين الأصدقاء أو الأقارب أو المعارف.

Formal and Informal E-mails Comparison

Basis For Comparison	Formal E-Mails	Informal E-Mails
Meaning المعنى	An e-mail written in formal language, in the stipulated format, for official purpose. بريد إلكترونى مكتوب بلغة رسمية، بالصيغة المنصوص عليها، لغرض رسمى.	An e-mail written in an friendly manner, to someone you are familiar with بريد إلكترونى مكتوب بطريقة ودية إلى شخص تعرفه.
Objective/Purpose الهدف	Professional Communication التواصل المهنى.	Personal Communication التواصل الشخصى.
Start البداية	Dear Sir/Madam Dear Mr/Ms	Hi .... Hello .... Dear ....
Format التركيب	Written in prescribed format. مكتوب بتنسيق محدد.	No prescribed format لا يوجد تنسيق محدد.
Written to مكتوب لـ	Business, college/institute, employer, organizations, etc. شركة، كلية/معهد، صاحب العمل، المنظمات ... إلخ.	Friends, family, acquaintances etc. الأصدقاء والعائلة والمعارف ... إلخ.

Size الحجم	Concise موجز	Large or concise كبير أو موجز
Abbreviations and emojis الاختصارات والصور التعبيرية	Avoided متجنبة	Used مستخدمة
Ending الختام	Thanks, Take care, Love, See you soon, Bye , Cheers,	Yours sincerely, Yours faithfully, Kind regards,

Formal Email Sample

New message

To : jack36@hrdtt.com — اسم المُرسَل إليه وعنوان البريد الإلكترونى

From : tdbusiness@hrdtt.com — اسم المُرسِل وعنوان البريد الإلكترونى

Subject : Inquiry — موضوع الرسالة

Dear Mr. Jack,

This email is to inquire about the website audit services you posted on your website.

As I understand, you offer services to audit businesses' websites and provide personalised insight into what improvements can be made. I'd like to request further information with regards to your pricing as well as the scope of the work that will be performed, including specific services that can be expected.

I look forward to receiving your response.

Best regards,

Yours sincerely,

Michael Douglas

Senior Vice President

SEND

Informal Email Sample

New message

To : naglaa@gmail.com — اسم المُرسَل إليه وعنوان البريد الإلكترونى

From : leila@gmail.com — اسم كاتب المُرسِل وعنوان البريد الإلكترونى

Subject : An apology — موضوع الرسالة

Hi Naglaa,

How are you going?

Thanks for sending me the photos from your holiday. It looks like you had a great time!

I'm sorry that I couldn't get to your birthday party. I would have loved to come but I was really busy at work and it was hard to get away. Thanks for the invitation though.

Would it be possible for you to send me some photos from the party? I'd love to see how it all went.

I can't wait until you come to visit in March. Do you know how long you'll be staying? I'll try to think of some fun things to do.

See you soon.

All the best

Leila

SEND

(4) CV (curriculum vitae) Writing

A CV is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. It is an important skill for all graduates to apply for jobs.

السيرة الذاتية، هى وثيقة تستخدم عند التقدم للوظائف. يسمح لك بتلخيص تعليمك ومهاراتك وخبراتك مما يمكّنك من بيع قدراتك بنجاح لأصحاب العمل المحتملين. إنها مهارة مهمة لجميع الخريجين للتقدم للوظائف.

CV Template

Name:

Contact address عنوان التواصل

Mobile: [ ] **E-mail:** [ ]

Personal Profile الملف الشخصى

اكتب هنا بإيجاز عن نفسك والسمات التى قد تجعلك مؤهلا للوظيفة، بالإضافة إلى أى بيانات شخصية هامة.

Education/Qualifications التعليم/ المؤهلات

اكتب هنا الشهادات العلمية التى حصلت عليها وخاصة التى تخدم الوظيفة.

[From – To] [Course] [Institution Name]

Grade achieved:[Grade]

Work Experience خبرة العمل

اكتب هنا الخبرات السابقة فى مجال العمل بشكل عام والتى تتعلق بالوظيفة بشكل خاص مع إدراك مدة العمل ومهمة وظيفتك كالتالى:

[From – To] [Job Position] [Company name]

Main duties performed:

Honours & Achievements التكريم والإنجازات

اكتب هنا أى تكريم أو إنجاز خاص حصلت عليه لاسيما فيما يتعلق بالوظيفة أو خدمة المجتمع بشكل عام.

Skills المهارات

اكتب هنا المهارات التى تراها هامة للوظيفة، ويمكن تقسيمها كالتالى:

Technical الفنية :
Interpersonal الشخصية :
Other اخرين :

Hobbies and Interests الهوايات والاهتمامات

حدد بإيجاز هواياتك واهتماماتك (خاصة تلك المتعلقة بالوظيفة التى تتقدم لها).

Referees المراجع

اكتب هنا اسم أى شخص أو صاحب عمل يمكن أن يدعمك للحصول على الوظيفة كالتالى:

[Referee 1 full name]
[Job position/company name]
Address : [ ]
Tel : [ ]
Email : [ ]

Check Point 7

Choose the correct answer from a, b, c or d:

1. In writing an e-mail, how should the subject line be?
   a) Long and descriptive.
   b) Short and precise.
   c) A greeting.
   d) Does not matter.
2. Your supervisor emails you your schedule for your first week on the job. You want to write back to thank him. Because you are new to the company, which greeting is most appropriate?
   a) Hey.
   b) Thanks, Richard.
   c) I got your email.
   d) Dear Mr. Lambert
3. What are the strategies to make email content concise and relevant?
   a) Omit unnecessary words.
   b) Keep sentences short.
   c) Break long text into paragraphs.
   d) All of the above.
4. Which of these is NOT a rule to follow when sending a school email?
   a) Include a subject line.
   b) Using greeting.
   c) Using teacher's first names.
   d) signing your full name.
5. Dear Mrs. Smith,
   I will b l8 for class. pleaze tell me wat i missed. thank u.
   Sincerely,
   Joe Blake
   Which rule is being broken in this formal email?
   a) Don't use slang or abbreviations.
   b) Use a greeting.
   c) Sign off with your full name.
   d) Be careful when replying.

Writing Exercises

Choose the correct answer from a, b, c or d:

1. A good paragraph should contain ....
   a) a topic sentence **b)** supporting sentences
   c) four or five paragraphs **d)** both a and b
2. The sentence that tells the reader what to expect in the paragraph is called ....
   a) a topic sentence **b)** a supporting sentence
   c) conclusion **d)** thesis
3. Both the paragraph and essay have ....
   a) four to eight sentences
   b) introduction, body and conclusion
   c) four or five paragraphs
   d) one topic sentence and many supporting sentences
4. We see the result of what is mentioned in the .... of the essay.
   a) introduction **b)** body
   c) supporting sentences **d)** conclusion
5. The writer's opinion is often written in the .... of the essay.
   a) beginning **b)** body **c)** end **d)** topic sentence
6. When you conclude writing your essay, you should ....
   a) summarize its content **b)** develop the main idea
   c) make the end open **d)** put a full stop.
7. What is the end of the essay called?
   a) Topic sentence. **b)** Conclusion. **c)** Introduction. **d)** Thesis.
8. The stages of writing should be ....
   a) Selection, brainstorming and organization
   b) Brainstorming, selection, and organization
   c) Organization, brainstorming and selection
   d) Brainstorming, organization, and selection
9. Good .... is/are necessary if you want to have a good paragraph or essay.
   a) Grammar **b)** Spelling **c)** Punctuation **d)** All of these
10. If you discuss two different ideas in an essay, you should ....
    a) discuss the two points of view in one paragraph.
    b) discuss the two points of view in two separate paragraphs.
    c) persuade the reader of your point of view.
    d) prefer one idea to the other.

11 "As cell phone service has become available all the time, advertisers use it to sell their products through text messages and photos."
This could be a part of article about ....
a) mobile phones
b) the cell phone
c) advertisement
d) production

12 "If we teach children to develop positive thinking, and to "bounce back" after setback, these qualities will improve their overall health in the future." This is part of an article about ....
a) the importance of positive thinking
b) caring for children's health
c) the qualities of children in the future
d) children's problems

13 "So it has become clear that great efforts are necessary to provide enough food, housing, education medical care and jobs for the ever-increasing population in Egypt."
This could be .... to an article about population.
a) an introduction b) a conclusion c) a topic sentence d) a title

14 "We cannot do without them. They can also be our friends. They try to please us. They remain with us when we feel ill. We are indebted too much to them."
This could be a part of article about ....
a) teachers b) youth c) friendship d) parents

15 What are the basic types of essays?
a) expository, declarative, interrogative, statement
b) process, cause and effect, expository, persuasive
c) descriptive, expository, narrative, argumentative or persuasive
d) descriptive, explanation, narrative, persuasive

16 Which of the following sentences can be considered a descriptive sentence?
a) The brave man ran up the steep hill to visit the red cottage.
b) The United States of America is composed of 50 states.
c) All of the children from this school are super intrigued with the secret play.
d) Having a tutor is better than studying by yourself.

17 Which category of words are necessary while writing a descriptive paragraph?
a) Adverbs. b) Adjectives. c) Articles. d) Contractions.

18 A narrative paragraph is ....
a) getting persuasion b) telling lies c) telling facts d) telling a story

19 Which of the following sentences is considered narrative?
a) During the mornings I walk my two dogs around the neighborhood.
b) Extracurricular activities are a great way to hone on students talents.
c) The human body has a higher percentage of water.
d) The best season is fall because of its the gorgeous changes.

20 Which sentence can be considered a persuasive text?

a) The constant use of technology can be considered negatively.
b) Students that are exposed to technology have a brighter future.
c) Technology is a great tool that must be used with caution.
d) Technology should be used as a tool and not a way of living.

21 The following sentence can be found in a .... paragraph.
"Egypt is full of many tourist attractions which fascinate all people all over the world."

a) argumentative **b)** discussion **c)** Expository **d)** Narrative

22 Which type of paragraph would this topic sentence best go with:
"The day I won first place in the box car derby race was the proudest day of my life."

a) descriptive **b)** expository **c)** narrative **d)** persuasive

23 A message to a friend on a social networking site is a kind of ....

a) A formal e-mail **b)** An informal e-mail
c) A expository essay **d)** A persuasive essay

24 When do you use supporting details or supporting sentences?

a) Before the first sentence at the introduction.
b) After the last sentence because it helps you summarise the paragraph.
c) Never use these in paragraphs because they are for essays only.
d) After the topic sentence and before the closing sentence.

25 In essays and e-mails, we should write ....

a) the sender and recipient at the beginning
b) correct spelling, grammar and punctuation
c) a narrative story in the body paragraph
d) Yours sincerely at the end

26 Salutation or greeting should be written at the beginning of the ....

a) essay **b)** paragraph
c) email **d)** narrative story

27 The subject line should be written ....

a) Before the sender line **b)** Before the recipient line
c) At the end of the email
d) In both formal and informal e-mail

28 Imperatives الأمر should be avoided in ....

a) Formal emails **b)** Informal emails
c) an email to a friend **d)** The sender line

29 A message with a link to a funny YouTube clip is a kind of ....

a) A formal email **b)** An informal email
c) A biography essay **d)** A descriptive essay

Longman Exercises

Choose the correct answer from a, b, c or d:

1. We live in a polluted environment. We are still suffering from air, water and noise pollution. This shows ....
   - **a)** a comparison of all forms of pollution
   - **b)** the causes of all forms of pollution
   - **c)** a focus on the problem of pollution and its forms
   - **d)** how to solve the problem of pollution
2. You summarise the content of your essay when you ....
   - **a)** develop the main idea
   - **b)** write the elements of your essay in detail
   - **c)** make the end open
   - **d)** write the conclusion of your essay
3. In an informal email, you can conclude with ....
   - **a)** Bye
   - **b)** See you later
   - **c)** Your sincerely
   - **d)** a and b
4. When writing an essay or a paragraph, you start with a/an .... sentence.
   - **a)** ending
   - **b)** closing
   - **c)** introductory
   - **d)** conclusion
5. Your essay introduction should ....
   - **a)** let the reader miss the topic
   - **b)** include an opening hook to catch the reader's attention
   - **c)** refer to the end
   - **d)** ask the reader for help
6. When you conclude your essay, you should ....
   - **a)** review your supporting ideas
   - **b)** ask the reader to choose the end
   - **c)** exclude your supporting ideas
   - **d)** refer to the sentence of introduction
7. Messaging language doesn't require .... rules of writing.
   - **a)** formal
   - **b)** informal
   - **c)** former
   - **d)** comfortable

8. A narrative essay is the one that ....
   a) provides a clear, focused explanation of a topic
   b) presents an extended evidence-based argument
   c) tells a story about a personal experience or an imaginative one
   d) provides a detailed sensory description of something

9. On the one hand, I'd like a job that pays more, but on the other hand, I enjoy the work I'm doing at the moment. The underlined expressions show ....
   a) similarity between two different facts
   b) comparing two different facts
   c) addition
   d) a decision to leave the current job

10. We use "Consequently" in a paragraph or an essay to ....
   a) introduce the result of something
   b) give a reason for something
   c) give contrasting information
   d) introduce a summary of the main points

11. A/An .... essay provides a detailed sensory description of something.
   a) narrative
   b) descriptive
   c) argumentative
   d) expository

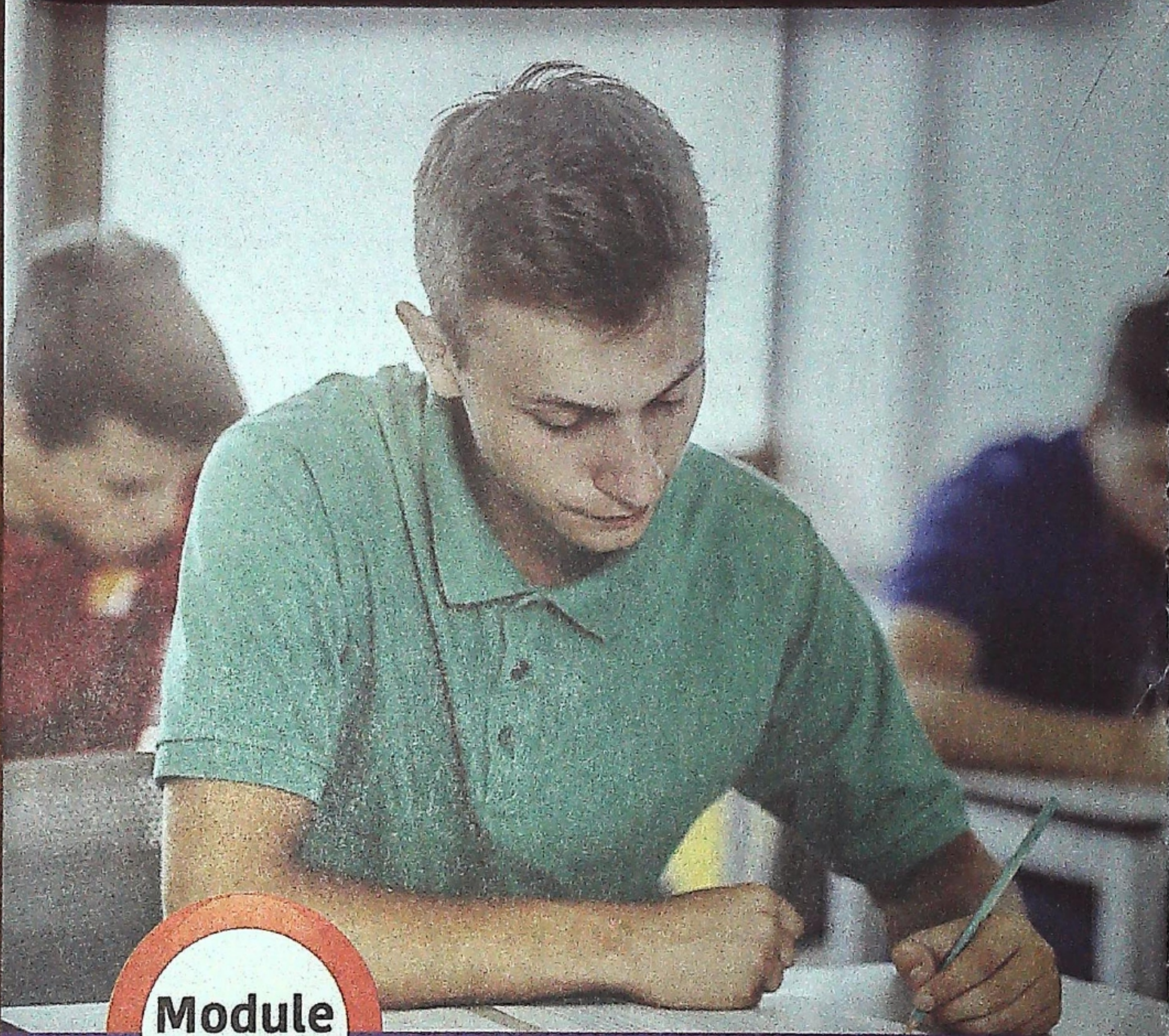
12. Which of the following sentences can be used to show contrast when writing an essay on the importance of keeping the environment clean?
   a) On the contrary, still a lot of people are ignorant of the importance of keeping the environment clean.
   b) It goes without saying that keeping the environment clean is the responsibility of everyone in society.
   c) We all know that people in rural areas don't pollute the environment.
   d) On the other hand, young people can continue planting more trees to absorb carbon dioxide.

13. Which of the following sentences can be used to start an essay on overpopulation:
   a) To sum up, facing overpopulation is the responsibility of the government as well as individuals.
   b) It is taken for granted that overpopulation is one of the biggest challenges we need to face.
   c) However, some people still insist on having big families.
   d) In addition, it is not easy to provide jobs for the increasing numbers of graduates.

14 When finishing an essay on keeping safe, you can use:
a) Firstly, we should know what is meant by safety.
b) Moreover, it is not easy to keep safe without following precautionary measures.
c) In conclusion, protection is better than cure.
d) Nevertheless, we need to make people aware of ways of protection.

15 Which of the following sentences is correct to complete this paragraph:
We all agree that the internet has a lot of advantages which exceed its disadvantages. One advantage is that it is the fastest means by which you can get the information you are seeking. Another merit is that it is the best form of media you can use to become aware of what is happening all over the world. .... Also, it can waste our time if we use it for long hours without a useful purpose.
a) Moreover, we can use the internet to chat.
b) To sum up, the internet could be a double-edged weapon.
c) However, the internet can cause trouble to many people when others use it to do bad things.
d) In conclusion, the internet is very useful as long as we use it in doing useful things.

16 Which of the following sentences is correct to end this paragraph?
We can't deny that money is very important. It enables us to lead a better life. We can buy what we need and we can pay for all the services we enjoy. In addition, money can allow us to have nearly all the facilities we need. Yet, money can be the root of evil in life if it is used badly. However, some things cannot be bought with money; for example, money can't buy happiness or health. ....
a) To sum up, money is the best way to achieve your goals as well as having a more comfortable life.
b) Totally, we can say that money is the cause of our happiness.
c) In conclusion, money is important, but it is not everything in life.
d) First of all, we need to know why we need money and how to spend it in doing useful things in life.



Module 3

Translation

Translation

الترجمة هى نقل نص مكتوب من لغة إلى أخرى، وهى ليست ترجمة للكلمات، ولأن لكل لغة قواعدها واستخدامات الكلمات الخاصة بها، فعليك دائمًا مراعاة هذه القواعد عند الترجمة من لغة لأخرى.

Types of Translation أنواع الترجمة

Literary Translation الترجمة الأدبية

- This type is about translating literary works like stories, poems, plays, etc.

يتعلق هذا النوع بترجمة الأعمال الأدبية، مثل: القصص والقصائد والمسرحيات وما إلى ذلك.

Professional Translation الترجمة الاحترافية

- Any type of translations that are used for professional purposes such as: a medical translation or a legal translation.

أى نوع من الترجمات التى تستخدم لأغراض مهنية، مثل: ترجمة طبية أو ترجمة قانونية.

Technical Translation الترجمة الفنية

- It is translating technical content for businesses such as: Engineering Documents, Instruction Manual, User guides, Technical Training.

ترجمة المحتوى الفنى للشركات، مثل: المستندات الهندسية، وكتيب التعليمات، وأدلة المستخدم والتدريب الفنى.

Administrative Translation الترجمة الإدارية

- The administrative translation is a translation type used for the documents and management texts of organizations like corporate or regional businesses.

الترجمة الإدارية هى نوع الترجمة المستخدمة فى المستندات والنصوص الإدارية للمؤسسات مثل الشركات أو مؤسسات الأعمال الإقليمية.

Important Translation rules

١ عند ترجمة الجملة الفعلية إلى اللغة الإنجليزية نبدأ بالفاعل ثم الفعل ثم التكملة.

علينا أن ندعم كل الرياضيين الذين يمثلون مصر فى كل المسابقات الدولية.

- We must support all athletes who represent Egypt all in international competitions.

٢ الترجمة تكون فى نفس الزمن

- My sister succeeded in passing the final exams with good grades.

نجحت أختى فى اجتياز الاختبارات النهائية بتقديرات جيدة.

٣ أى جملة تبدأ بـ v-ing فهى اسم مفرد يأخذ الفعل الأصلى (is/was/has/does/s/es).

تمنحنا ممارسة الرياضة فرصة تعلم قيمة العمل الجماعى.

- Practising sports gives us the chance to learn the value of teamwork.

٤ الجملة العربية قد تستغنى عن الفعل (الجملة الاسمية) ولكن لا بد من وجود فعل فى الجملة الإنجليزية، لذا نستخدم فى هذه الحالة (verb to be) وأحيانًا بعض الأفعال الأخرى.

التعاون أفضل طريقة لحل المشكلات فى أى مجتمع.

- Cooperation is the best way to solve the problems of any society.

٥ نائب فاعل الجملة العربى هو الفاعل فى الجملة الإنجليزى، ويكون بعدها الفعل مجهول أى به v to be + P.P.

تستخدم التكنولوجيا الحديثة فى جميع مجالات الحياة الحديثة.

- Modern technology is used in all fields of modern life.

Check Point 1

Translate the following sentences:

1. على كل مصرى أن يساهم فى تنمية بلده بالعمل الجاد والصبر.
   ....
2. السعادة الحقيقية هى حلم كل شخص فى الحياة، سواء أكان غنيًا أم فقيرًا.
   ....
3. إدراك الأخطاء أول خطوة فى تصحيحها والاستفادة منها.
   ....
4. The great national projects will push our economy and provide more job opportunities.
   ....
5. A good plan is being carried out for improving the Egyptian economy.
   ....

٦ لا يظهر v. to be فى المضارع عند الترجمة للعربية، ويمكن استخدام (إن - يعد - يعتبر) بدلًا منه، وقد يترجم v.to be إلى ضمير شخصى فى اللغة العربية (هى / هو / هما..)، وقد يترجم (إلى فعل آخر بما يتوافق مع سياق الكلام .

- Hard work is the true key to success in any job.

- إن العمل الجاد مفتاح النجاح فى أى وظيفة

- Education and scientific research are the driving force of any progress.

- التعليم والبحث العلمى هما القوة المحركة لأى تقدم.

٧ v.to have يترجم إلى (لـ/عند/يملك/لدى/يقتنى) أو (يتناول/يصاب/يناقش ....)

- You should have the ability to develop your skills to succeed in life.

- يجب أن تكون لديك القدرة على تطوير مهاراتك لتنجح فى الحياة.

- The English teacher insisted on having a meeting with the parents of weak students in our class.

- أصر مدرس اللغة الانجليزية على أن يكون الاجتماع بآباء الطلاب الضعاف فى فصلنا.

٨ الضمائر المستترة فى العربية pronouns يجب إظهارها عند الترجمة إلى الإنجليزية.

- نفخر بأن لدينا تاريخًا كبيرًا مليئًا بالشخصيات العظيمة.

- We are proud that we have a great history which is full of great characters.

٩ لام التعليل تترجم إلى: المصدر + لكى In order to/so as to / to ..

- يستطيع كل منا أن يساهم فى تقدم ورفعة بلادنا لنفتخر به دائمًا.

- Each one of us can share in the progress and the excellence of our country to be always proud of them.

١٠ الضمير المضاف إلى فعل يترجم إلى ضمير مفعول (us - them - him - me - her)

- يعطينا السفر التجربة التى قد نقضى سنوات كثيرة لاكتسابها.

- Travel gives us the experience which we can spend years to acquire.

١١ الضمير المضاف إلى اسم يترجم إلى صفة ملكية (our - its - his - her - their - my)

- طورت دراسته بالخارج قدرته على التأقلم على مختلف الظروف.

- His studying abroad developed his ability to adapt to different conditions.

Check Point 2

Translate the following sentences:

1. تمنحنا القراءة الكثير من الفوائد وتجعلنا نستفيد من تجارب الآخرين.
   ....
2. أعدت الحكومة خطة إنشاء الكثير من وسائل المواصلات الحديثة لتحسين النقل فى مصر.
   ....
3. عدت إلى مصر بالأمس بعد أن أنهيت دراستى الجامعية بالخارج.
   ....
4. Mothers have a great role in their children's life through all stages.
   ....
5. Encouraging innovation is the best way to develop industry and improve the economy.
   ....

١٢ الصفة تأتى قبل الاسم عكس اللغة العربية ويسبقها (a) أو (an) إذا كان الاسم مفردًا (دور رئيسى main role)

an ambitious man	رجل طموح	a serious problem	مشكلة خطيرة

- المنافسات الرياضية الدولية تشجع السلام والتفاهم بين شعوب العالم ذات الثقافات المختلفة.

▸ International sports competitions encourage peace and understanding among the world peoples of different cultures.

١٣ الأسماء المعنوية بصفة عامة لا تأخذ the عند ترجمتها إلى الإنجليزية.

beauty	الجمال	love	الحب	friendship	الصداقة
honour	الشرف	virtue	الفضيلة	peace	السلام
truth	الصدق	progress	التقدم	honesty	الأمانة

- كثير من الأشياء الهامة فى حياتنا كالحب والسعادة لا تُشترى بالمال.

▸ Many important things in our life such as love and happiness can't be bought with money.

١٤ الاسم الجمع العام لا يأخذ the وكذلك الاسم المفرد العام (غير المخصص)

- تعطينا الأشجار الظل والأخشاب والثمار والأكسجين.

▸ Trees give us shade, wood, fruit and oxygen.

١٥ (من+ صفة + (لـ /على) مفعول + أن + فعل) تترجم إلى:

It is + الصفة + for + المفعول + to + مصدر

- من الضرورى للطلاب أن يكتسبوا مهارات التفكير النقدى.

▸ It's possible for students to acquire the skills of critical thinking.

حرف الـ (س) وكلمة (سوف) تترجمان فى اللغة الإنجليزية إلى زمن المستقبل البسيط:

١٦ سوف أدرس الطب العام القادم بعد إنهاء الدراسة الثانوية.

▸ I will study medicine after finishing secondary school next year.

١٧ (لقد + فعل ماضٍ) وفى الجملة إشارة تدل على الماضى البسيط تترجم إلى ماضٍ بسيط:

▸ He telephoned me yesterday. لقد اتصل بى أمس هاتفيًا

١٨ (لقد + فعل ماضٍ) بدون أى إشارة تدل على الماضى تترجم لمضارع تام:

- لقد ساعد العلم الإنسان على أن يحيا حياة مريحة.

▸ Science has helped man to live a comfortable life.

١٩ (قد + فعل مضارع) فإن ذلك يدل على الاحتمال ونستخدم may :

- قد يشهد هذا العام تطورات هائلة نحو السلام.

▸ This year may witness immense development towards peace.

٢٠ (لن + فعل مضارع) يقابله فى الإنجليزية مستقبل بسيط منفى future simple :

- بدون الطموح والمثابرة لن تحقق هدفك فى الحياة.

- Without ambition and persistence, you won't achieve your goal in life.

٢١ (لم + فعل مضارع) يقابله فى الإنجليزية ماضٍ بسيط Past simple:

- لم أدرك الأخطاء التى ارتكبتها إلا بعد نهاية الامتحان.

- I didn't realize the mistakes I made until the exam ended.

Check Point 3

Translate the following sentences:

1. ساهم التقدم الطبى فى تحسين صحة الناس وزيادة عمر الفرد.

....

2. بدون الاهتمام الكبير بالبحث العلمى لن يتطور الاقتصاد فى أى بلد.

....

3. لم يشترِ أبى الجهاز الجديد؛ لأنه كان قد نفذ عندما وصل إلى متجر الالكترونيات.

....

4. The newspaper report says that the match may be cancelled due to the weather conditions.

....

5. The new mobile phone has been introduced to the public lately.

....

٢٢ (كان + فعل مضارع) يقابله فى الإنجليزية ماضٍ مستمر:

- كان أخى يصلح الباب عندما جرحت يده.

- My brother was fixing the door when he hurt his hand.

٢٣ (كان + قد + فعل ماضٍ) يقابله فى الإنجليزية الماضى التام:

- عندما حضر والدى كنا قد انتهينا من إعداد الحفل.

- When father arrived, we had finished preparing the party.

٢٤ تستخدم: ('s) للملكية عندما يكون المالك عاقلًا وتستخدم (of) إذا كان المضاف إليه غير عاقل.

My father'_s_ house.	منزل والدى	My parents_'_ house.	منزل والدىّ
The Ministry _of_ Education.	وزارة التعليم	birth rate = the rate of birth	معدل المواليد
pollution of environment = environment pollution			تلوث البيئة

٢٥ لا يوجد مفعول مطلق فى اللغة الإنجليزية (بدلًا من ذلك نستخدم الفعل يليه الحال)

- أثرت إنجازات محمد صلاح تأثيرا كبيرا على نظرة العالم للشباب العربى.

- Mohammed Salah's achievements affected the world's view of arab young men greatly.

٢٦ قد يختلف حرف الجر فى اللغتين (حرف الجر يترجم مع ما سبقه):

contribute to	يسهم فى	fond of	مغرم بـ
believe in	يؤمن بـ	object to	يعترض على
prefer .... to ...	يفضل على	pleased with	مسرور من

٢٧ بعض الأفعال فى اللغة الإنجليزية لا يأخذ حرف جر (بينما تأخذ فى اللغة العربية):

admire	يعجب بـ	celebrate	يحتفل بـ
contain	يحتوى على	affect	يؤثر على
enjoy	يتمتع بـ	feel	يشعر بـ
overcome	يتغلب على	fear	يخاف من

٢٨ الترجمة لغة التصرف:

عند وجود كلمة صعبة عليك أن تبحث عن كلمة قريبة منها، وتؤدى نفس المعنى تقريبًا.

Translation Exercises

Choose the correct answer from a, b, c or d:

1. Egypt is famous since ancient times for its curative tourism which treats many diseases.
   - a) تشتهر مصر منذ القدم بسياحتها العلاجية التى تعالج الكثير من الأمراض.
   - b) مصر مشهورة؛ لأنه فى العصور القديمة كانت السياحة تعالج كثيرًا من الأمراض.
   - c) تشتهر مصر منذ القدم بعلاج السياحة وعلاج الكثير من الأمراض.
   - d) مصر مشهورة بالسياحة العلاجية منذ العصور القديمة التى عالجت كثيرًا من الأمراض.

2. Since you are ill, I'll ask someone else to clean the upstairs.
   - a) منذ أنك مريض، وأنا سأطلب من شخص آخر تنظيف الطابق العلوى.
   - b) منذ أنك مريض، سأطلب من شخص آخر تنظيف الطوابق العلوية.
   - c) بما أنك مريض، سأطلب من شخص آخر تنظيف الطابق العلوى.
   - d) بما أنك مريض، سأطلب من شخص آخر تنظيف الطوابق العلوية.

3. A good role model serves as an example for inspiring and motivating us to work hard to uncover our true inner potentials.
   - a) يعد القدوة الجيدة مثالًا يلهمنا ويحفزنا على العمل الجاد للكشف عن إمكاناتنا الداخلية الحقيقية.
   - b) يعتبر دور النموذج الجيد مثالًا يلهمنا ويحفزنا على العمل الجاد لمعرفة إمكاناتنا الداخلية الحقيقية.
   - c) يعد النموذج دورًا جيدًا يلهمنا ويحفزنا على العمل الجاد لمعرفة طاقاتنا الداخلية الحقيقية.
   - d) يعد القدوة دورًا جيدًا يلهمنا ويمكننا من العمل الجاد لمعرفة طاقاتنا الداخلية الصادقة.

4. The policies, plans and development works of the nation can be best implemented by youth.
   - a) يمكن أن ينفذ الشباب الخطط السياسية وأعمال التنمية فى البلاد على أفضل وجه.
   - b) يمكن أن ينفذ الشباب سياسات وخطط التنمية والأعمال فى البلاد على أكمل وجه.
   - c) يمكن أن ينفذ الشباب سياسات وخطط وأعمال التنمية فى البلاد على أفضل وجه.
   - d) يمكن أن يطبق الشباب سياسات البلاد وخطط التنمية والأعمال على أحسن حال.

5. As it is a free-smoking area, you mustn't smoke here.
   - a) على الرغم من أنها منطقة يسمح فيها بالتدخين، يجب عليك ألا تدخن هنا.
   - b) لأنها منطقة خالية من التدخين، يجب عليك ألا تدخن هنا.
   - c) وكأنها منطقة يسمح فيها بالتدخين، ولكن يجب عليك ألا تدخن هنا.
   - d) مع أنها منطقة يسمح فيها بالتدخين، يجب عليك ألا تدخن هنا.

6. Man has invented numerous things to make his life comfortable and entertaining.

a) اخترع الإنسان أشياء عديدة ليجعل حياته مريحة ومسلية.
b) اخترع الإنسان أشياء مسلية ليجعل حياته مريحة ومتنوعة.
c) اخترع الإنسان أشياء مفيدة ليجعل حياته مريحة ومضيافة.
d) اخترع الإنسان أشياء فعالة ليجعل حياته مريحة وسهلة.

7. Money can be used for building new Industrial plants, improving health care and solving the problems of housing and transport.

a) يمكن استخدام الأموال لتكوين نباتات صناعية وتحسين الرعاية الصحية وحل مشاكل الإسكان والنقل.
b) يمكن استخدام الأموال لبناء مصانع جديدة وتحسين الرعاية الصحية وحل مشاكل الإسكان والنقل.
c) يمكن استخدام الأموال لبناء نباتات صناعية وتحسين الرعاية الصحية وحل مشاكل المنازل والنقل.
d) يمكن أن يستخدم المال لبناء مصانع جديدة وتحسين العناية الصحية وحل مشاكل المنازل والسفر.

8. If children have good manners, they should keep quiet while grown-ups are talking.

a) إذا كان الأطفال يتمتعون بالأخلاق الحميدة، فيجب عليهم التزام الصمت أثناء حديث الكبار.
b) لو يمتلك الأطفال طرقًا جيدة، فيجب عليهم التزام الهدوء عندما يكبرون ويتحدثون.
c) لو يمتلك الصغار عادات اجتماعية، فيجب عليهم الهدوء عند الكبر والحديث مع الكبار.
d) لو يتمتع الأطفال بالأخلاق الحميدة، فيجب عليهم الهدوء ليحترمهم الكبار أثناء الحديث.

9. People suffering from PUBG addiction have a high risk of weakened eyesight, obesity, insomnia and depression.

a) الأشخاص الذين يعانون من إدمان PUBG معرضون بشكل كبير لضعف البصر والسمنة والأرق والاكتئاب.
b) الأشخاص الذين يعانون من إدمان PUBG معرضون بشكل كبير لضعف البصر والانهيار العصبي والأرق والاكتئاب.
c) الأشخاص الذين يعانون من إدمان الكحوليات معرضون بشكل كبير لضعف البصر والسمنة وألزهايمر ومشاكل القلب.
d) الأشخاص الذين يعانون من إدمان PUBG معرضون بشكل كبير لضعف البصر ومشاكل القلب وألزهايمر والاكتئاب.

10. We are in bad need of cooperation especially these days.

a) نحن في حاجة ماسة إلى التعاون خاصة هذه الأيام.
b) لقد فقدنا التعاون كثيرًا خاصة هذه الأيام.
c) التعاون بيننا سيئ جدًا خاصة هذه الأيام.
d) نحن في احتياج سيئ إلى التعاون خاصة هذه الأيام.

11. "She stops to conquer."

a) تتوقف لكي تغزو.
b) هي دائمًا منتصرة.
c) لا تستطيع التغلب على شيء.
d) تتمسكن لحد ما تتمكن.

12 "I couldn't help buying the book. It was priceless."

a) لم أستطع شراء الكتاب، إنه كان لا يقدر بثمن.

b) لم أستطع شراء الكتاب، إنه لم تكن له قيمة.

c) لم يكن فى مقدورى شراء الكتب، إنه كان نفيسًا جدًا.

d) لم أستطع أن أمنع نفسى من شراء الكتاب، إنه كان نفيسًا جدًا.

13 A man is known by the company he keeps.

a) يعرف الرجل بالشركة التى يمتلكها.

b) يعرف المرء بعمله فى شركته.

c) يعرف المرء بأقرانه.

d) يشهر المرء بما لديه من مال.

14 عندما انتهى الاجتماع، راجعنا الخطة مرة أخرى.

a) When the meeting has finished, we went over the plan once again.
b) When the meeting finished, we had gone over the plan once again.
c) When the meeting had finished, we had gone over the plan once again.
d) When the meeting had finished, we went over the plan once again.

15 كان آخر طباخ لدينا أفضل من طاهينا الحالى.

a) Our last cooker was better than our present one.
b) Our last cooking was better than our nowadays one.
c) Our last cook was better than our current one.
d) Our last cooker was better than our present one.

16 لم أره منذ سنوات، لكن عندما رأيته فى الشارع، تذكرته على الفور.

a) I hadn't seen him for years, but when I saw him, I remembered him at once.
b) I haven't seen him for years, but when I saw him, I remembered him at once.
c) I hadn't seen him for years, but when I saw him, I realised him at once.
d) I hadn't seen him for years, but when I saw him, I reminded him at once.

17 أنت بحاجة إلى تصريح خاص للدخول إلى هذا المبنى.

a) You need to a special agreement to go into this building.
b) You need a special permit to go into this building.
c) You need a private allowance to go into this building.
d) You need to a special permit to go into this building.

18 غالبًا ما تتأثر العلاقة بين الوالدين والطفل بسبب الفجوة بين الأجيال.

a) The parent-child relationship is often affected due to the generation gap.
b) The parents-child connection is often affected due to the generation hole.
c) The parents'-child communication is often affected due to the generation break.
d) The parents-child association is often affected due to the generation gap.

19 من المهم صياغة سياسات تهدف إلى تمكين شبابنا لضمان غد أفضل ومستقبل أكثر إشراقًا.

a) It is important to form politics which aims at enabling our youth to have a better tomorrow and a brighter future.
b) It is important to formulate policies which aim at empowering our youth to ensure a better tomorrow and a brighter future.
c) It is important to formulate politics which aim at empowering our youth to ensure a better tomorrow and a rising future.
d) It is necessary to frame policies which aim to enable our people to ensure a better tomorrow and a brighter future.

20 يستخدم الإنترنت بواسطة المحترفين لتبادل المعلومات وبواسطة الهواة للكتابة أو الدردشة مع بعضهم إلكترونيًا.

a) The internet is used by professionals to change information, and by amateurs to write or chat with each other electronically.
b) The internet is using by experts to exchange information, and by amateurs to write or chat with each other electronically.
c) The internet is used by experts to exchange information, and by amateurs to write or chat with each other electrically.
d) The internet is used by professionals to exchange information, and by amateurs to write or chat with each other electronically.

21 عندما يختار أصحاب الأعمال الموظفين، فهم غالبًا يفضلون الأشخاص المهرة الموثوق بهم على المهملين الجاهلين.

a) When employers choose the employees, they usually prefer clever and reliable persons to careless and ignorant ones.
b) When employees select the employers, they usually prefer skilled and reliable persons to careless and ignorant ones.
c) When employers select the employees, they usually prefer clever and reliable persons than careless and ignorant ones.
d) When employees choose the employers, they usually prefer clever and reliable persons than careless and ignorant ones.

22 إن التضخم السكاني مشكلة خطيرة تواجه العديد من البلاد، فهو يضعف الاقتصاد ويبتلع الإنجازات.

a) Population is a serious problem facing many countries, as it weakens the economy and swallows up achievements.
b) Overpollution is a serious problem facing a lot of countries, as it weakens the economy and swallows up achievements.
c) Increasing population is a series problem which faces many countries, as it decreases the economy and swallows up achievements.
d) Overpopulation is a serious problem facing many countries, as it weakens the economy and swallows up achievements.

23 يعد مشروع تطوير الريف المصرى من أفضل المشروعات لترسيخ حقوق الإنسان.

a) The Egyptian Rural Development Project is one of the best projects to establish human rights.
b) The Egyptian urban Development Project is one of the best projects to recognise human rights.
c) The Egyptian Rural Development Project is one of the best projects to neglect human rights.
d) The Egyptian urban Development Project is one of the best projects to understand human rights.

24 كلما قلت أخطاؤك، زادت درجاتك.

a) The little mistakes you make, the higher marks you get.
b) The fewer mistakes you make, the higher marks you get.
c) The fewest mistakes you make, the highest marks you get.
d) The fewer mistakes you make, the highest marks you get.

25 كان الموقع الأثرى مؤثرًا جدًا لدرجة أننا زرناه أكثر من مرة.

a) The archaeological site was so impressing that we visited it more than once.
b) The archaeological sight was so impressive that we visited it more than one.
c) The archaeological site was so impressive that we visited it more than once.
d) The archaeological position was so impressing that we visited it more than once.

Longman Exercises

1 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- تهتم وزارة التربية والتعليم بتطوير المناهج لخلق مواطنين قادرين على مواكبة التحديات المختلفة فى كل مناحى الحياة.

a) The Ministry of Education concerned with developing curricula to build up citizens who are able to cope with the various changes in all fields of life.

b) The Ministry of Education is concerned with developing curricula to build up citizens who are unable to cope with the various challenges in all fields of life.

c) The Ministry of Education is concerned with developing curricula to build up citizens who are able to cope with the various challenges in all fields of life.

d) The Ministry of Education is concerned with developing Egyptian citizens who are able to cope with the various challenges in all fields of life.

(B) Translate into Arabic:

- The world is witnessing a lot of epidemics such as the coronavirus pandemic, which has killed millions of people and affected the world economy seriously.

a) يشهد العالم الكثير من الأوبئة مثل جائحة فيروس كورونا الذى قتل ملايين البشر، وأثر بشكل خطير على الاقتصاد العالمى.

b) يشهد العالم الكثير من الأوبئة مثل جائحة فيروس كورونا الذى أصاب آلاف البشر، وأثر بشكل خطير على الاقتصاد العالمى.

c) شهد العالم الكثير من الأوبئة مثل جائحة فيروس كورونا الذى قتل ملايين البشر، وأثر بشكل خطير على الاقتصاد المحلى.

d) يشهد العالم الكثير من الأوبئة مثل جائحة فيروس كورونا الذى أثرى ملايين البشر، وأثر بشكل خطير على الاقتصاد العالمى.

② Choose the correct answer from a, b, c or d:

(A) Translate into English:

- تولى الحكومة المصرية اهتمامًا عظيمًا بالمرأة، حيث منحتها الاهتمام الوفير وجعلتها تشغل أرفع المناصب فى مختلف الميادين.

a) The Egyptian government pay great care to women, as it has given them minor attention and made them occupy the highest positions in various fields.

b) The Egyptian government pays great attention to women, as it has given them abundant intention and made them occupy the highest positions in limited fields.

c) The Egyptian government pays great attention to women, as it has given them abundant attention and made them occupy the highest positions in various fields.

d) The Egyptian government pay great protection to women, as it has given them abundant attention and made them occupy the highest positions in various fields.

(B) Translate into Arabic:

- Accepting others is a highly civilised trait that we all should have. You can express your opinion and respect the opinion of others as well.

a) يُعتبر قبول الآخرين سمة متحضرة للغاية يجب أن نتحلى بها جميعًا. يمكنك التعبير عن رأيك واحترام آراء الآخرين أيضًا.

b) يُعتبر قبول الآخرين سمة متعصبة للغاية يجب أن نتحلى به جميعًا. يمكنك التعبير عن رأيك واحترام آراء الآخرين أيضًا.

c) يُعتبر قبول الآخرين سمة متحضرة للغاية يجب أن نتحلى بها جميعًا. يمكنك التعبير عن رأيك والاحتراس من آراء الآخرين أيضًا.

d) يُعتبر قبول الآخرين سمة متحضرة للغاية يجب أن نتحلى عنها جميعًا. يمكنك التعبير عن رأيك واحترام آراء الآخرين أيضًا.

3 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- إن اتباع الإجراءات الاحترازية لأمر ضرورى لمنع انتشار فيروس كورونا وتجنب الإصابة بهذا المرض الخطير الذى يهدد حياة الناس وخاصة كبار السن.

a) Following precautionary measures is necessary to protect the spread of the coronavirus and involve contracting this serious disease that threatens the lives of people, especially the elderly.

b) Following precautionary measures is necessary to prevent the spread of the coronavirus and avoid infecting this serious disease that threatens the lives of people, especially the elderly.

c) Following precautionary measures is necessary to invent the spread of the coronavirus and avoid contracting this serious disease that threatens the lives of people, especially the elderly.

d) Following precautionary measures is necessary to prevent the spread of the coronavirus and avoid being infected with this serious disease that threatens the lives of people, especially the elderly.

(B) Translate into Arabic:

- Some people believe that social networking websites play an outstanding role in strengthening human relations, while others think they make relations lukewarm.

a) يعتقد البعض أن مواقع التواصل الاجتماعى تلعب دورًا عابرًا فى تقوية العلاقات الإنسانية، بينما يعتقد البعض الآخر أنها تجعل العلاقات فاترة.

b) يعتقد البعض أن مواقع التواصل الاجتماعى تلعب دورًا بارزًا فى تقليص العلاقات الإنسانية، بينما يعتقد البعض الآخر أنها تجعل العلاقات فاترة.

c) يعتقد البعض أن مواقع التواصل الاجتماعى تلعب دورًا بارزًا فى تقوية العلاقات الإنسانية، بينما يعتقد البعض الآخر أنها تجعل العلاقات فاترة.

d) يعتقد البعض أن مواقع التواصل الاجتماعى تلعب دورًا بارزًا فى تقوية العلاقات الإنسانية، بينما ينفى البعض الآخر أنها تجعل العلاقات فاترة.

4 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- تتأثر البيئة بالنشاط البشرى فى شتى مناحى الحياة، لهذا السبب يُعد الإنسان أهم عنصر فى الحفاظ على البيئة أو تدميرها.

a) The environment is affecting by human activity in various walks of life. For this reason, the man is the most important element in preserving or destroying the environment.

b) The environment is affected by human activity in various walks of life. For this reason, man is the most important element in preserving or destroying the environment.

c) The environment is infected by human activity in various walks of life. For this reason, man is most important element in deserving or destroying the environment.

d) The environment is affected by human creativity in various walks of life. For this reason, man is the most important element in deserving or destroying the environment.

(B) Translate into Arabic:

- Egypt is always proud of its distinguished men of arts. Naguib Mahfous was the first Egyptian novelist to win the Nobel Prize for Literature in 1988.

a) تفخر مصر دائمًا برجال الفنون المتميزين. نجيب محفوظ هو أول روائى مصرى يفوز بجائزة «نوبل» للسلام عام ١٩٩٨.

b) تفخر مصر دائمًا برجال الفنون المتميزين. نجيب محفوظ هو آخر روائى مصرى يفوز بجائزة «نوبل» للسلام عام ١٩٨٨.

c) تفخر مصر دائمًا برجال الفنون المتميزين. نجيب محفوظ هو أول روائى مصرى يفوز بجائزة «نوبل» للآداب عام ١٩٨٨.

d) تفخر مصر دائمًا برجال الفنون الفخورين. نجيب محفوظ هو أول فيزيائى مصرى يفوز بجائزة «نوبل» للسلام عام ١٩٩٨.

5 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- لقد وفرت وزارة التربية والتعليم منصات للتواصل بين المعلمين والطلاب وأولياء الأمور، بحيث يستطيع المعلم التواصل معهم بشكلٍ فعال.

a) The Ministry of Education has provided platforms for communication between teachers, students and parents, so that a teacher can communicate with them defectively.

b) The government has provided platforms for communication between teachers, students and parent, so that a teacher can commute with them effectively.

c) The Ministry of Culture has provided platforms for accommodation between teachers, students and parents, so that a teacher can communicate with them effectively.

d) The Ministry of Education has provided platforms for communication between teachers, students and parents, so that a teacher can communicate with them effectively.

(B) Translate into Arabic:

- Addiction is one of the most serious problems that affect peoples' lives everywhere. Technology addiction is the most widespread type nowadays.

a) يُعتبر الإدمان من أشهر المشكلات التى تؤثر على حياة الناس فى كل زمان، إدمان التكنولوجيا هو النوع الأكثر انتشارًا فى الوقت الحاضر.

b) يُعتبر الإدمان من أخطر المشكلات التى تؤثر على حياة الناس فى كل مكان، إدمان التكنولوجيا هو النوع الأكثر انتشارًا فى الوقت الحاضر.

c) يُعتبر الإدمان من أشهر المشكلات التى تُثرى حياة الناس فى كل مكان، إدمان التكنولوجيا كان هو النوع الأكثر انتشارًا فى الماضى.

d) يُعتبر الإدمان من أخطر المشكلات التى تؤثر على حياة الناس فى كل مكان، استعمال التكنولوجيا هو النوع الأكثر شعبية فى الوقت الحاضر.

6 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- يشغل التطعيم ضد فيروس كورونا عقول العلماء فى كل أنحاء العالم، ومع ذلك يعتقد الكثير من الناس أن نتائج تلك التطعيمات مازالت محل شك.

a) Vaccination against the coronavirus occupies the minds of scientists all over the world. However, many people believe that the results of these vaccinations are still in doubt.

b) Vaccination against the coronavirus occupies the minds of people all over the world. However, many scientists believe that the results of these vaccinations are still in doubt.

c) Vaccination against the coronavirus occupies the minds of scientists all over the world. However, many people believe that the results of these vaccinations are still under control.

d) Vaccination against the coronavirus occupies the minds of scientists all over the world. However, many people believe that the results of these vaccinations are no longer in doubt.

(B) Translate into Arabic:

- People with special needs still require more care. They have the right to enjoy their lives and be as effective as regular people.

a) لم يعد الأشخاص ذوو الاحتياجات الخاصة بحاجة إلى مزيد من الرعاية. فمن حقهم أن يتعاونوا، وأن يكونوا مفيدين مثل الناس العاديين.

b) لا يزال الأشخاص ذوو الاحتياجات العامة بحاجة إلى مزيد من الرعاية المركزة. فمن حقهم أن يستمتعوا بحياتهم وأن يكونوا مفيدين مثل الناس العاديين.

c) لا يزال الأشخاص ذوو الاحتياجات الخاصة بحاجة إلى مزيد من الرعاية. فمن حقهم أن يستمتعوا بحياتهم، وأن يكونوا مفيدين مثل الناس العاديين.

d) لا يزال الأشخاص ذوو الاحتياجات الخاصة بحاجة إلى المزيد من الرعاية. فمن حقهم أن يستمتعوا بأوقات فراغهم، وأن يكونوا مستهلكين مثل الناس العاديين.

7 **Choose the correct answer from a, b, c or d:**

(A) Translate into English:

- يفضل أصحاب العمل الموظفين المؤهلين المهرة الذين يجيدون مهارات الكمبيوتر والإنترنت، بالإضافة إلى العمل تحت الضغوط المختلفة.

a) Employees prefer qualified, skilled employers who are proficient in computer and internet skills, and who are able to work under different forms of pressure.

b) Employers prefer qualified, skilled employees who are sufficient in computer and internet skills, and who are able to work without pressure.

c) Employers prefer qualified, skilled employees who are sufficient in computer and internet skills, in addition to being able to work under different forms of pressure.

d) Employers prefer qualified, skilled employees who are proficient in computer and internet skills, and who are unable to work under different forms of pressure.

(B) Translate into Arabic:

- The government tries to make use of all its potentials and resources so that it can increase national income and raise the standard of living.

a) تحاول الحكومة الاستفادة من جميع صادراتها ومواردها، حتى تتمكن من زيادة الدخل القومى ورفع مستوى الأسعار.

b) تحاول الحكومة الاستفادة من جميع إمكانياتها ومواردها، حتى تتمكن من زيادة الدخل القومى ورفع مستوى المعيشة.

c) حاولت الحكومة الاستفادة من بعض إمكانياتها ومواردها، حتى تتمكن من زيادة الدخل القومى ورفع مستوى المعيشة.

d) تحاول الحكومة الاستفادة من جميع إمكانياتها ومواردها، حتى تتمكن من استثمار الدخل القومى ورفع مستوى المعيشة.

8 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- تسير مصر بخطى ثابتة فى مجال الإصلاح الاقتصادى جنبًا إلى جنب مع محاربة الإرهاب وحماية الناس من فيروس كورونا.

a) Egypt is moving at a steady pace in the field of economic reform, side by side with fighting terrorism and infecting people with the coronavirus.

b) Egypt is moving at a steady pace in the field of economic reform, alongside fighting terrorism and protecting people from the coronavirus.

c) Egypt is moving at a steady pace in the field of social reform, side by side with fighting tourism and protecting people from the coronavirus.

d) Egypt is moving at a steady peace in the field of economic return, alongside fighting terrorism and protecting people from the coronavirus.

(B) Translate into Arabic:

- Education is one of the most important forms of investment. This, in turn, enables the government to create productive and creative citizens.

a) يُعد التعلم من أهم أشكال الاستثمار. وهذا بدوره يُمكن الوزارة من خلق مواطنين منتجين ومبدعين.

b) يُعتبر التعليم من أهم أشكال الاستثمار. وهذا بدوره يُمكن الحكومة من خلق مواطنين منتجين ومبدعين.

c) إن التعليم من أهم نتائج الاستثمار. وهذا بدوره يمنع الحكومة من خلق مواطنين منتجين ومبدعين.

d) التعليم من أقل أشكال الاستثمار. وهذا بدوره يُمكن الحكومة من خلق مواطنين مستهلكين ومسرفين.

9 Choose the correct answer from a, b, c or d:

(A) Translate into English:

- هل تعتقد أن العولمة أفادت كل الدول على حد سواء؟ أم أنها أثرت على الدول الفقيرة وأضرت بمصالحها؟

a) Do you think that civilisation has benefited from all countries equally, or has it affected rich countries and harmed their interests?

b) Do you think that globalisation has benefited all countries equally, or has it supported poor countries and helped their interests?

c) Do you think that globalisation has benefited all countries equally, or has it affected poor countries and harmed their interests?

d) Do you think that civilisation has benefited all countries equally, or has it affected poor countries and decreased their interests?

(B) Translate into Arabic:

- Egypt is greatly interested in distance learning. Therefore, the government experiences remarkable progress in the field of internet and IT infrastructure development.

a) تهتم وزارة التربية والتعليم بشكل كبير بالتعلم عن بعد، لذلك تشهد الحكومة تقدمًا ملحوظًا فى مجال تطوير البنية التحتية للإنترنت وتكنولوجيا المعلومات.

b) تهتم مصر بشكل كبير بالتعلم عن بعد، لذلك تشهد الحكومة تقدمًا ملحوظًا فى مجال تطوير البنية التحتية لأجهزة الكمبيوتر والمعلومات التكنولوجية.

c) تهتم مصر بشكل كبير بالتعلم عن بعد، لذلك تشهد الحكومة تقدمًا ملحوظًا فى مجال تطوير الإنترنت والبنية التحتية لتكنولوجيا المعلومات.

d) تهتم مصر بشكل كبير بالتعلم عن بعد، لذلك شهدت الحكومة تقدمًا ملحوظًا فى مجال صناعة أجهزة الكمبيوتر وتطوير تكنولوجيا المعلومات.

⑩ Choose the correct answer from a, b, c or d:

(A) Translate into English:

- عندما يتجاوز الطموح القدرة، يكون احتمال النجاح محدودًا، لذلك ليس من المعقول أن تحلم بما يستحيل تحقيقه فى الوقت الحالى.

a) When ambition exceeds ability, the likelihood of success is unlimited. Therefore, it is not reasonable to dream about what is not possible to believe at the moment.

b) When ambition exceeds ability, the likelihood of success is limited. Therefore, it is not reasonable to dream about what is not possible to achieve at the moment.

c) When ambition increases ability, the likelihood of success is limited. Therefore, it is not reasonable to dream about what is not impossible to achieve at the moment.

d) When ambition exceeds ability, the likelihood of success is limited. Therefore, it is reasonable to worry about what is not possible to achieve at the moment.

(B) Translate into Arabic:

- Technology is a double-edged weapon in man's life. It can be a way of achieving construction and welfare, as well as a tool of destruction.

a) التكنولوجيا سلاح ذو حدين فى حياة العلماء، فيمكن أن تكون وسيلة لتحقيق البناء والرفاهية وكذلك أداة للتفكير.

b) التكنولوجيا سلاح ذو حدين فى حياة الإنسان، فيمكن أن تكون وسيلة لتحقيق البناء والرفاهية وكذلك أداة للتدمير.

c) التكنولوجيا ماكينة ذو حدين فى حياة الإنسان، فيمكن أن تكون وسيلة لتحقيق البناء والتعمير وكذلك أداة للتدمير.

d) التكنولوجيا سلاح ذو حدين فى حياة الإنسان، لا يمكن أن تكون غاية لتحقيق البناء والرفاهية وكذلك أداة للتدمير.

⑪ **Choose the correct translation:**

- لقد أصبح وباء فيروس كورونا واقعًا لا بد من التعايش معه ومواجهته، لذا من الضرورى دفع عجلة الإنتاج حتى لا نضر بالاقتصاد القومى.

a) The coronavirus pandemic has become a reality that must be lived with and confronted. Therefore, it is necessary to push the wheel of protection, so as not to harm the national economy.

b) The coronavirus pandemic has become a reality that must be lived with and confronted. Therefore, it is necessary to push the wheel of production, so as not to harm the national income.

c) The coronavirus pandemic has become a reality that must be lived with and confronted. Therefore, it is necessary to push the wheel of production, so as not to harm the national economy.

d) The coronavirus pandemic has become a reality that must be avoided. Therefore, it is necessary to push the wheel of production, so as not to harm the national income.

⑫ **Choose the correct translation:**

- تنفذ الحكومة المصرية سياسة إصلاح اقتصادى طويلة الأمد، ومن المتوقع أن يجنى الأجيال القادمة ثمار تلك السياسة فى المستقبل.

a) The Egyptian government is implementing a short-term economic reform policy. It is expected that the next generations will reap the fruits of this policy in the future.

b) The Egyptian government is implementing a long-term economic reform policy. It is expected that the next generations will reap the fruits of this policy in the future.

c) The Egyptian government is planning for a long-term scientific reform policy. It is expected that the next generations will reap the fruits of this policy in the near future.

d) The Egyptian government is implementing a long-term scientific reform policy. It is accepted that the next generations will reap the fruits of this policy in the near future.

Topics Dictionary قاموس الموضوعات

1 Mass Media وسائل الإعلام

amusement	تسلية	journalist	صحفى
author	مؤلف	means of communication	وسائل الاتصال
critical	نقدى	news agency	وكالة أنباء
criticism	نقد	postpone	يؤجل
criticise	ينتقد	press	صحافة
critic	ناقد	producer	منتج
director	مخرج	public relations	علاقات عامة
editor	محرر	realistic films	أفلام واقعية
editor-in-chief	رئيس التحرير	romantic	رومانسى
free press	صحافة حرة	rumour	إشاعة
humour	فكاهة	sound and light show	عرض الصوت والضوء
interpreter	مترجم فورى	TV serials	المسلسلات التليفزيونية
journalism	صحافة	TV viewers	مشاهدو التليفزيون

2 Sports الرياضات

activities	أنشطة	crowd	الجمهور
amateurs	الهواة	cycling	ركوب الدراجات
audience	المتفرجون	extrovert	شخص انبساطى
boxer	ملاكم	gold medal	ميدالية ذهبية
boxing	الملاكمة	introvert	شخص انطوائى
compete with	يتنافس مع	Olympic Games	الألعاب الأولمبية
competition	منافسة	physical fitness	اللياقة البدنية
competitor	متنافس	playground	ملعب

rowing	التجديف	team work	عمل جماعي
silver medal	ميدالية فضية	the World Cup	كأس العالم
spectators	المتفرجون	training suit	بدلة التدريب
sporting club	نادٍ رياضي	weight	وزن
sporting spirit	الروح الرياضية	winner	فائز
sports day	يوم رياضي	wrestler	مصارع
sportsmanship	الروح الرياضية	wrestling	المصارعة
summer camps	المعسكرات الصيفية	youth organisations	منظمات الشباب
supporters (fans)	المشجعون	youth welfare	رعاية الشباب
support	يؤيد/يشجع		

3 Tourism السياحة

advertise	يعلن عن	flight	رحلة جوية
baggage/luggage	أمتعة السفر	group tourism	السياحة الجماعية
book/reserve	يحجز	guide	يرشد/مرشد
civilisation	الحضارة	hard currency	العملة الصعبة
civilised behaviour	سلوك متحضر	holy places	أماكن مقدسة
conducted tour	رحلة مع مرشد	home tourism	السياحة الداخلية
conference tourism	سياحة المؤتمرات	immoral	الخالدة
crocodiles of tourists	أفواج من السياح	Ministry of Tourism	وزارة السياحة
cruise	رحلة نهرية	monuments	آثار
cultural tourism	السياحة الثقافية	national income	الدخل القومي
curative tourism	السياحة العلاجية	nature reserves	محميات طبيعية
embalming	التحنيط	obelisk	مسلة
feasts	أعياد	pharaohs	الفراعنة

pharaonic remains	الآثار الفرعونية	tourist awareness	وعى سياحى
religious tourism	السياحة الدينية	tourist information	معلومات سياحية
sector	قطاع	tourist villages	قرى سياحية
sight-seeing	رؤية المعالم السياحية	travel agency	وكالة سياحية
the citadel	القلعة	voyage	رحلة بحرية
tourism industry	صناعة السياحة	youth hostels	بيوت الشباب

4 Science & Culture العلم والثقافة

civilised society	مجتمع متحضر	industrialise	يصنع
consumer	مستهلك	industry	الصناعة
diagnose	يشخص	invent	يخترع
discover	يكتشف	inventions	اختراعات
discoverer	مكتشف	inventiveness	القدرة على الابتكار
discovery	اكتشاف	inventor	مخترع
elements	عناصر	manufacture	يصنع
eliminate illiteracy	يقضى على الأمية	miracles	معجزات
ignorance	الجهل	scientific research	البحث العلمى
ignorant	جاهل	symptoms	أعراض
ignore	يتجاهل	technology	تكنولوجيا
industrialism	التصنيع		

5 Economy الاقتصاد

achieve	يحقق	budget	ميزانية
bank loan	قرض مصرفى	consumption	الاستهلاك
barter	المقايضة	credit card	كارت ائتمان
birth control	تحديد النسل	crowded with	مزدحم بـ

double	يضاعف
economical	مقتصد
economic crisis	الأزمة الاقتصادية
economic grouping	تجمع اقتصادى
economic progress	التقدم الاقتصادى
economic recovery	انتعاش اقتصادى
economic slump	تدهور اقتصادى
economic system	النظام الاقتصادى
economic wealth	ثروة اقتصادية
economise	يقتصد
economist	عالم اقتصاد
economy	الاقتصاد
encourage	يشجع
exportation	التصدير
family planning	تنظيم الأسرة
financial aid	مساعدة مالية
financial crisis	أزمة مالية
foreign investment	استثمارات أجنبية
foreign trade	التجارة الخارجية
health insurance	التأمين الصحى
health services	خدمات صحية
housing problem	مشكلة الإسكان
ideal society	مجتمع مثالى
increase	يزيد/زيادة
investment	الاستثمار
job opportunities	فرص العمل
living expenses	تكاليف المعيشة
local currency	عملة محلية
national economy	الاقتصاد القومى
national production	الإنتاج القومى
new world order	النظام العالمى الجديد
over-crowdedness	شدة الازدحام
overpopulation	زيادة السكان
population explosion	الانفجار السكانى
private sector	القطاع الخاص
progress	التقدم
prosperity	الرخاء
provide	يوفر
rationalise	يرشد/يقتصد
raw materials	المواد الخام
self-reliance	الاعتماد على الذات
self-sufficiency	الاكتفاء الذاتى
food shortage	نقص الطعام
socialism	الاشتراكية
transport problem	مشكلة المواصلات
unemployment	البطالة
welfare	الرفاهية

6 Transport — النقل

English	Arabic	English	Arabic
air crash	تحطم طائرة	means of transport	وسائل المواصلات
avenue	طريق مشجر	miss	يفقد/يفوته
ban/prohibit	يمنع/يحظر	prohibition	منع/حظر
carriage	عربة قطار	railway station	محطة سكة حديد
catch	يلحق	runways	ممرات
city centre	وسط المدينة	side street	شارع جانبى
comfortable	مريح	sign	لافتة
conductor	كمسرى	timetable	جدول مواعيد
crossroads	تقاطع الطرق	traffic instructions	تعليمات المرور
departure lounge	صالة المغادرة	tunnel	نفق

7 Politics — السياسة

English	Arabic	English	Arabic
abolish	يقضى على	current event	أحداث جارية
aggression	عدوان	debate	مناظرة/مجادلة
aggressive policy	سياسة عدوانية	declaration	إعلان
aggressor	معتدٍ	declare	يعلن عن
Arab Gulf	الخليج العربى	delegation	وفد
Arab leaders	القادة العرب	democracy	الديمقراطية
Arab nationalism	القومية العربية	disaster	كارثة
ceasefire	وقف إطلاق النار	election campaign	حملة انتخابية
celebrate	يحتفل بـ	embassy	سفارة
chaos	الفوضى	extremism	التطرف
combat/fight	يكافح	extremist	متطرف
commando	فدائى	foreign minister	وزير الخارجية
commit crimes	يرتكب جرائم	foreign policy	السياسة الخارجية
corruption	الفساد	freezing the situation	تجميد الموقف

hostages	رهائن	Prime Minister	رئيس الوزراء
hostility	العداء	refugees	لاجئون
initiative	مبادرة	reject	ينبذ
instability	عدم الاستقرار	release/set free	يطلق سراح
international issues	القضايا الدولية	repressive measures	إجراءات قمعية
martyrs	شهداء	resistance	مقاومة
mass destruction	الدمار الشامل	safety and security	الأمان والأمن
military action	عمل حربى	sanctions	عقوبات
military aids	مساعدات عسكرية	security council	مجلس الأمن
national consciousness	الحس القومى	seminars	ندوات
national duty	واجب وطنى	side with	ينحاز إلى
negotiations	مفاوضات	social justice	العدالة الاجتماعية
new horizons	آفاق جديدة	strategic goal	هدف استراتيجى
new press law	قانون صحافة جديد	suicidal action	عمل انتحارى
occupation	احتلال	summit conference	مؤتمر قمة
occupied land	الأرض المحتلة	terrorism	إرهاب
opponents	خصوم/أعداء	terrorist	إرهابى
oppression	الاضطهاد	the agenda	جدول الأعمال
organisation	منظمة	the Egyptian sovereignty	السيادة المصرية
peace-loving nations	الشعوب المحبة للسلام	the present situation	الوضع الراهن
peaceful co-existence	التعايش السلمى	the top event	الحدث الرئيسى
peaceful means	الطرق السلمية	United Nations = UN	الأمم المتحدة
peaceful solutions	حلول سلمية	uproot	يستأصل
peace treaty	معاهدة سلام	urgent solutions	حلول عاجلة
permanent peace	سلام دائم	victory	انتصار
political settlement	تسوية سياسية	violence	العنف
politicians	السياسيون	violent	عنيف
praise	يمدح/يشهد بـ	weapons	أسلحة

8 Different Subjects موضوعات مختلفة

English	Arabic
ability	القدرة
abject poverty	فقر مدقع
abuse	إساءة استعمال
according to	طبقًا لـ/حسب
activities	أنشطة
acute shortage	نقص حاد
addiction	الإدمان
admiration	إعجاب
advanced countries	الدول المتقدمة
affairs	شئون
aggression	عدوان
aggressive	عدوانى
agricultural	زراعى
agriculture	الزراعة
air-strikes	ضربات جوية
air forces	قوات جوية
a means to	وسيلة لـ
anesthetics	عقاقير مخدرة
annual	سنوى
appearance	مظهر
appliances	أجهزة
armed forces	القوات المسلحة
astrology	تنجيم
attractions	جاذبات
authority	سلطة
auto-determination	حق تقرير المصير
awareness	وعى
backbone	عمود فقرى
behaviour	السلوك
birth control	تحديد النسل
birth rate	معدل المواليد
blessing	نعمة
book fair	معرض الكتاب
bossy	متغطرس
brotherhood	الأخوة
by accident	بالمصادفة
by all means	بكل الوسائل
campaign	حملة
capacity	قدرة/مقدرة
capital	رأس مال
catastrophe	كارثة
characteristics	خصائص
childhood	الطفولة
civilisation	الحضارة
civil war	حرب أهلية
cloning	الاستنساخ
co-operation	تعاون
comfort	راحة
commandoes	فدائيون
commerce	التجارة
compensation	تعويض
competition	منافسة

comprehensive	شامل	developed countries	دول متقدمة
confidence	ثقة	developing countries	دول نامية
conflict	صراع	deviation	الانحراف
confrontation	المواجهة	dilemma	مأزق
considerate	مراعٍ للآخرين	disappearance	اختفاء
construction	تشييد	disarmament	نزع السلاح
consumption	استهلاك	discipline	نظام
corruption	الفساد	discovery	اكتشاف
creature	مخلوق	displays	معروضات
criticism	نقد	dispute	نزاع/خلاف
cultivable land	أرض زراعية	dissatisfaction	عدم الرضا
curfew	حظر تجوال	distinguish	يميز
current events	أحداث جارية	domination	سيطرة
customs and traditions	العادات والتقاليد	donations	تبرعات
deepen	يعمق	do without	يستغنى
democracy	الديمقراطية	drought	جفاف
demonstrations	مظاهرات	drugs	المخدرات
dependence	اتكال/تبعية	duties	واجبات
depression	اكتئاب/انخفاض	earn his living	يكسب رزقه
deprivation	حرمان	earthquake	زلزال
desertification	تصحر	economical stability	الاستقرار الاقتصادى
deserve	يستحق	education	التعليم
destiny	مصير	effective	مؤثر/فعّال
destruction	دمار	efforts	جهود/مجهودات
deterioration	تدهور	elections	انتخابات

eliminate	يزيل	failure	الفشل
emergencies	طوارئ	fair peace	السلام العادل
emotions	عواطف	famine	مجاعة
employable	صالح للوظيفة	fatal	قاتل/فتاك
enlightenment	تنوير	features	ملامح/سمات
enrich	يثرى	fertility	خصوبة
entertainment	تسلية	financial aid	إعانة مالية
enthusiasm	حماس	flourish	يزدهر
environmental	بيئى	fluency	طلاقة
environment	البيئة	flyover bridges	كبارٍ علوية
epidemic	وبائى	forgiveness	تسامح
equality	المساواة	forum	منتدى
era	عهد	freedom	الحرية
every now and then	من حين لآخر	friendship	الصداقة
evidence	دليل	from now on	من الآن فصاعدًا
exert effort	يبذل الجهد	fumes	أدخنة
exhibition	معرض	future generations	أجيال المستقبل
existence	وجود	generation	جيل
expenditure	إنفاق	genetic engineering	هندسة وراثية
exploitation	استغلال	globalisation	العولمة
explosion	انفجار	gloomy/dull	كئيب
exports	صادرات	glory	مجد
extremists	متطرفون	gratitude	عرفان الجميل
extrovert	انبساطى	handicapped	معوق
facilities	تسهيلات	hardships	صعوبات

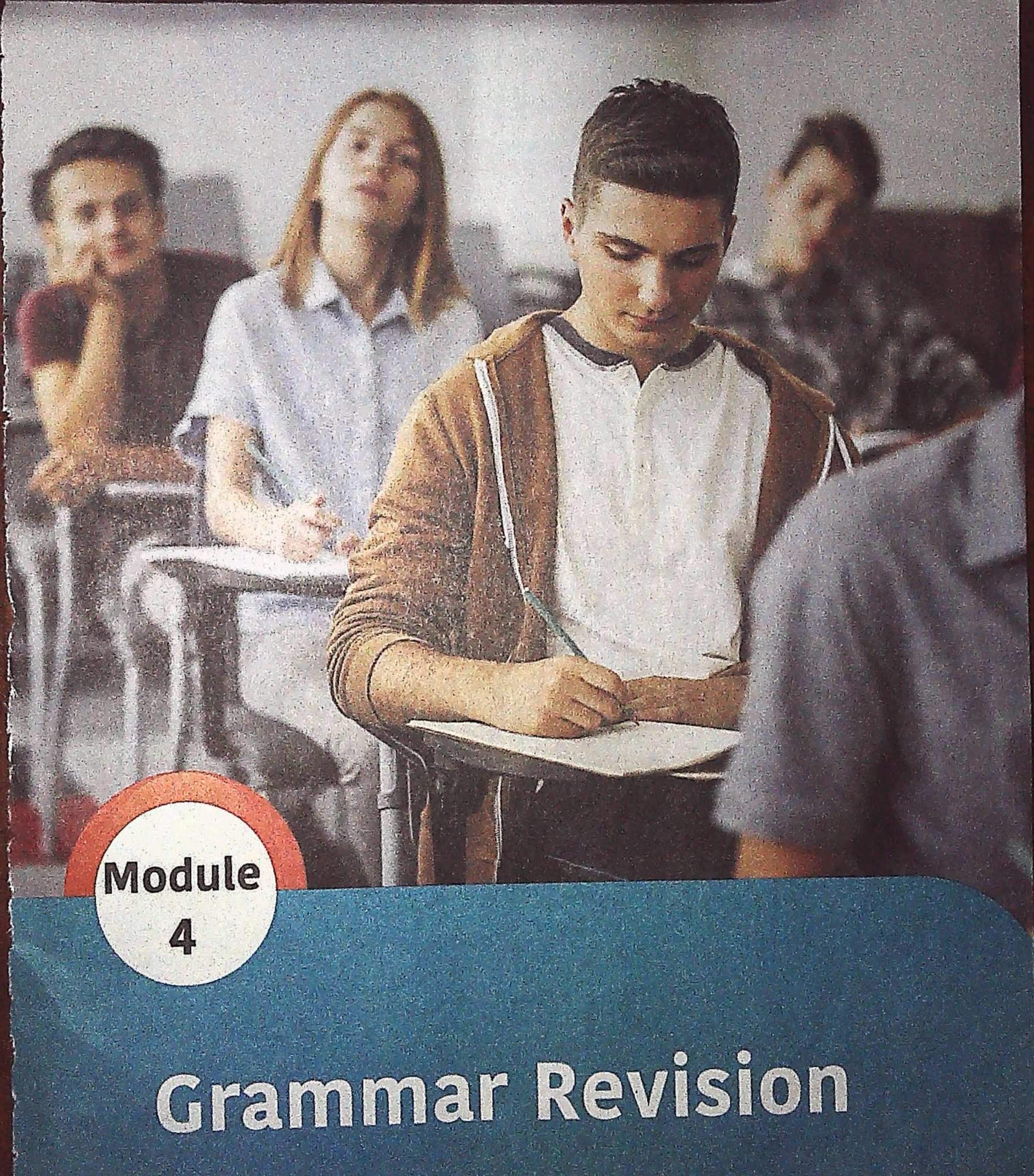
English	Arabic
heritage	تراث
homeless	متشرد
hostages	رهائن
housing	الإسكان
humanity	البشرية
human race	الجنس البشرى
human rights	حقوق الإنسان
ignorance	الجهل
illiteracy abolishing	محو الأمية
immigration	هجرة
immunisation	تحصين
imperialism	الاستعمار
imports and exports	واردات وصادرات
impose	يفرض
improvement	تحسينات
incompetence	عجز/لا كفاءة
independence	الاستقلال
industrialisation	تصنيع
inequality	عدم المساواة
infancy	الطفولة
infection	عدوى
inflation	تضخم مالى
influence	تأثير
infrastructure	البنية الأساسية
injustice	الظلم
innocence	براءة
in recognition of	اعترافًا بـ
insurance	تأمين
integrated community	مجتمع متكامل
integration	التكامل
intelligence	ذكاء
introvert	انطوائى
invasion	غزو
invention	اختراع
investment	استثمار
investor	مستثمر
irrigation	الرى
justice	العدل
just ruler	حاكم عادل
knowledge	معرفة
labour force	القوى العاملة
leading country	دولة رائدة
lessen/reduce	يقلل/يخفض
liberation	تحرير
liberty/freedom	الحرية
living standards	مستويات معيشة
local products	منتجات محلية
loyalty	الوفاء
majority	الأغلبية
mankind	الجنس البشرى

manners	أخلاق	on purpose	عمدًا
mass media	وسائل الإعلام	opportunity	فرصة
maternity	الأمومة	oppressed	مظلوم
medical assistance	مساعدات طبية	oppression	الظلم
minority	الأقلية	optimism	التفاؤل
misery	البخل/شقاء	optimistic	متفائل
missile/rocket	صاروخ	outstanding	بارز/ظاهر
mixed blessing	سلاح ذو حدين	overpopulation	الزيادة السكانية
monopoly	احتكار	part and parcel	جزء لا يتجزأ
motherhood	الأمومة	participate	يساهم فى
motivate/urge	يحث/يدفع	partition	تقسيم
national duty	واجب قومى	passive	سلبى
national income	دخل قومى	patriotic	وطنى
national necessity	ضرورة قومية	peaceful co-existence	التعايش السلمى
national unity	وحدة وطنية	peace-loving nations	دول محبة للسلام
natural resources	موارد طبيعية	peace treaty	معاهدة سلام
nature	الطبيعة	peace	السلام
navigation	ملاحة	permanent	دائم
negotiations	مفاوضات	perseverance	مثابرة
neighbourliness	حق الجوار	pessimism	التشاؤم
neutral	محايد	pessimistic	متشائم
non-smokers	غير المدخنين	pessimist	متشائم
nutrition	تغذية	phenomena	ظواهر طبيعية
obstacles	عقبات	pioneer	رائد/قائد
occupation	احتلال	plastic arts	فنون تشكيلية

English	Arabic
point of view	وجهة نظر
political parties	الأحزاب السياسية
pollution	التلوث
popularity	شعبية
population	السكان
position	موقع/مكانة
positive step	خطوة إيجابية
poverty	الفقر
prediction	تنبؤ
president	رئيس
pressing problems	مشاكل ملحة
pressure	ضغط
prevention	منع
pride	فخر
principles	مبادئ
private sector	قطاع خاص
privatisation	الخصخصة
process	عملية
profit/benefit	ربح
progress	التقدم
projects	مشروعات
prominent	بارز
propaganda	دعاية
prospecting	التنقيب
prosperity	الرخاء
protection	حماية
protesters	محتجون
public opinion	رأى عام
punctual	مواظب
put an end	يضع نهاية
racism	عنصرية
rationalising	ترشيد
raw materials	مواد خام
reclamation	استصلاح
reconstruction	تعمير
reflection	انعكاس
refugees	اللاجئون
regain	يسترد/يستعيد
reliable	موثوق به
religion	الدين
renaissance	نهضة
resistance	مقاومة
resolution	حل جذرى
resorts	منتجعات
responsibility	مسئولية
restrictions	قيود
revival	إحياء
revolution	ثورة
rights	حقوق
rush hour	ساعة الذروة

sacrifice	يضحى	strength	قوة
satisfaction	الاكتفاء الذاتى	strike	إضراب
science fiction	الخيال العلمى	strong ties	روابط قوية
sector	قطاع	strong will	الإرادة القوية
self-sacrifice	التضحية بالنفس	struggle	يكافح/ كفاح
selfishness	أنانية	suitable opportunity	فرصة مناسبة
self-confidence	الثقة بالنفس	summit conference	مؤتمر قمة
self-reliance	الاعتماد على النفس	superficial	سطحى
separation	انفصال	superstructure	بنية فوقية
settlement	استقرار	supplies	مؤن
shelter	المسكن/المأوى	surrender	يستسلم
shortage	نقص	survivors	الناجون
slavery	عبودية	taxes	ضرائب
sociable	إنسان اجتماعى	thanks to	بفضل
solidarity	التضامن	the only way to	الطريق الوحيد لـ
solution to	حل لـ	the percentage	النسبة المئوية
sooner or later	عاجلاً أم آجلا	threat	تهديد
sovereignty	سيادة	tolerance	التسامح
space exploration	استكشاف الفضاء	treatment	معاملة
special talent	موهبة خاصة	tremendous	هائل/مروع
sports activity	نشاط رياضى	tyranny	طغيان
spread awareness	ينشر الوعى	tyrant	طاغية
stability	استقرار	unemployment	البطالة
standard of living	مستوى المعيشة	unrest	عدم استقرار/اضطراب
starvation	مجاعة	uprising	انتفاضة

English	Arabic
urgent task	مهمة عاجلة
vaccination	مصل
various purposes	أغراض عديدة
victorious	منتصر
victory/triumph	نصر
voluntary	تطوعى
volunteer	متطوع
wasteful	مبذر
wealth	ثروة
weapons	أسلحة
welfare	رفاهية
wipe out	يزيل/يمحو
withdraw	ينسحب
within	فى خلال/فى غضون
with the aim of	بغرض/بهدف
wounds	جروح
youth organisation	منظمة الشباب



Module 4

Grammar Revision

Grammar Revision

Parts of speech أجزاء الكلام

Noun	Pronoun	Verb	Adverb	Adjective	Preposition	Conjunction	Interjection
اسم	ضمير	فعل	حال/ظرف	صفة	حرف جر	رابط	صيغة تعجب

1 Noun الاسم

- A noun is a word that names a person, a place, an animal or a thing.

الاسم هو كلمة تسمى (تشير إلى) شخصٍ أو مكان, أو حيوان, أو شيء.

Ahmed, people, man, horse, Cairo, door, factory, football, swimming.

Nouns

Abstract	Concrete	Common	Proper	Countable	Uncountable
معنوى/مجرد	جامد/مادى	عام/شائع	اسم علم/خاص	معدود	غير معدود

(1) Abstract Nouns الأسماء المجردة

- An abstract noun is a noun that names an idea, not a physical thing.

الاسم المجرد هو اسم يسمى (يشير إلى) فكرة، وليس شيئًا ماديًا، مثل:

honesty, attention, love, peace, ability, success, knowledge, worry.

(2) Concrete Nouns الاسم المادى/المحسوس

- A concrete noun is a noun that names a physical thing.

الاسم الملموس (المحسوس) هو الاسم الذى يسمى (يشير إلى) الشىء المادى، مثل:

train, chair, tea, banana, wall, mattress, rain, ect.

(3) Common Nouns الأسماء العامة

- A common noun is a noun that names a general thing, not a specific thing.

الاسم العام هو الاسم الذى يسمى (يشير إلى) شىء عام وليس شيئًا محددًا، مثل:

woman, man, town, country, school, tree, location, etc.

(4) Proper Nouns — أسماء الأعلام

- A proper noun is a noun that indicates the specific name of a thing. It begins with a capital letter.

اسم العلم هو اسم يشير إلى الاسم المحدد لشيء ما. يبدأ بحرف كبير مثل:

Osama, Hala, Cairo, Google, Earth, Eiffel Tower, etc.

الفرق واضح هنا بين الاسم العلم والاسم العام الذى يشير إلى طائفة وليس شيئًا مخصصًا.

(5) Countable Nouns — الأسماء المعدودة

- A countable noun is a noun that indicates something you could actually count.

الاسم المعدود هو اسم يمكن عده بالأرقام ويكون فى صيغة المفرد والجمع ويستخدم المفرد منه مع أداة النكرة a/an:

car, teacher, tree, lion, eye, table, pen, film, street, etc.

(6) Uncountable Nouns — الأسماء غير المعدودة

- An uncountable noun is a noun that indicates something you cannot count.

الاسم غير المعدود هو اسم يشير إلى شىء لا يمكنك عده ولا يستخدم مع a/an مثل:

furniture, advice, mail, news, hope, luggage, work, coffee, information, etc.

2 Pronouns — الضمائر

- A pronoun is a word that is used instead of a noun.

الضمير هو كلمة تستخدم بدلًا من الاسم مثل:

I, he, it, we, them, us, mine, itself.

Pronouns		
	Personal	الضمائر الشخصية
	Demonstrative	ضمائر الإشارة
	Interrogative	ضمائر استفهامية
	Possessive	ضمائر الملكية
	Relative	ضمائر الوصل
	Reflexive	ضمائر عكسية
	Reciprocal	الضمائر التبادلية
	Indefinite	الضمائر غير المحددة

(1) Personal Pronouns الضمائر الشخصية

- Personal pronouns represent people or things. The personal pronouns are:

الضمائر الشخصية تمثل الأشخاص أو الأشياء. الضمائر الشخصية هى:

I, you, he, she, it, we, they, me, him, her, us, them.

(2) Demonstrative Pronouns ضمائر الإشارة

- "Demonstrative" means "showing, making something clear."

«الإشارة» تعنى «إظهار، توضيح شىء ما» مثل:

- this, that, these, those.
- Use "this" and "these". للقريب(للمسافة أو الوقت). / Use "that" and "those" للبعيد(للمسافة أو الوقت).

(3) Interrogative Pronouns الضمائر الاستفهامية

تستخدم للأسئلة، مثل: who, whom, which, what, whoever, whatever, etc.

(4) Possessive Pronouns ضمائر الملكية

لبيان الملكية والانتماء والخصوصية، مثل: mine, yours, his, hers, ours, theirs.

(5) Relative Pronouns ضمائر الوصل

ضمائر الوصل هى ضمائر تربط أجزاء مختلفة من الجملة، مثل: who, whom, which, that, whoever, etc.

(6) Reflexive Pronouns الضمائر المنعكسة

myself, yourself, himself, herself, itself, ourselves, themselves.

تظهر الضمائر الانعكاسية أن الفعل يؤثر على الشخص الذى يقوم بهذا الفعل ويحتوى على (self- selves).

- I cut myself while chopping the onions.

وتفيد التأكيد وتسمى intensive

- I myself baked the cake. / The project itself wasn't difficult.

(7) Reciprocal Pronouns الضمائر التبادلية

- Reciprocal means that two people or groups do the same thing to each other. They treat each other in the same way.

تعنى أن يقوم شخصان أو مجموعتان بنفس الشىء مع بعضهما البعض. يعاملون بعضهم البعض بنفس الطريقة.

- Ahmed helps Samy, and Samy helps Ahmed. So we can say, "Ahmed and Samy help each other."

يوجد ضميران من الضمائر متبادلين فى اللغة الإنجليزية:

- each other and one another.
- The two politicians hate each other. / They gave each other presents.
- We must stop fighting one another. / They can't hear one another.

(8) Indefinite Pronouns الضمائر غير المحددة

الضمائر غير المحددة هى ضمائر لا تشير إلى أى شخص أو شىء معين، مثل:

anything, everybody, another, each, few, many, none, some.

3 Verbs الأفعال

الفعل هو كلمة أو مجموعة كلمات تعبر عن فعل أو حالة.

go, jump, sleep, eat, think, be, change, become, drive, complete.

- We had a nice lunch./I think that he is right./He drove for hours.

Verbs

Auxiliary	Main	Compound	Stative	Dynamic	Irregular	Phrasal
مساعد	أساسى	مركب	حالة/ثابت	حركى	غير منتظم	اصطلاحى

(1) Auxiliary Verbs (also called "helping verbs")

الأفعال المساعدة هى أفعال تُستخدم مع الفعل الرئيسى للجملة للتعبير عن الفعل أو الحالة.

وأهم الأفعال المساعدة هى: be (am, is, are, was, were) /do/does/did/has/have/had

- We were waiting for hours. / Is she sleeping? / He didn't know the answer.
- We have gone a long way. / Do you smoke? / Will she help?

(2) Compound Verbs الأفعال المركبة

A compound verb = auxiliary verb + main verb.

- They were discussing their future. He didn't tell us the truth.

(3) Stative Verbs أفعال الحالة

- Stative verbs are verbs that express a state rather than an action.

الأفعال stative verbs هى أفعال تعبر عن حالة بدلًا من فعل مثل:

be, seem, love, own, want, sound, have, know, understand.

- He seems ill. / He wants to travel. / That sounds nice!

لا يتم استخدام أفعال الحالة عادة فى الأزمنة المستمرة.

- **Incorrect:** He is wanting to meet you. **Correct:** He wants to meet you.
- **Incorrect:** I am knowing English. **Correct:** I know English.

(4) Dynamic(Action) Verbs الأفعال الحركية

الأفعال الحركية هى عكس أفعال الحالة. تعبر عن فعل حقيقى.

jump, swim, catch, write, call, sleep, hit, open, speak.

تستخدم أفعال الحركة عادة فى الأزمنة المستمرة.

- **Correct:** He is drinking water./He drinks water.

(5) Phrasal Verbs الافعال الاصطلاحية

الفعل الاصطلاحى هو فعل مدمج مع ظرف أو حرف جر. وهذا الدمج يخلق معنى جديدًا.

run = يجرى ("She can run fast!") into = فى ("He looked into my eyes.")

run into = يقابل مصادفة ("I ran into Ahmed yesterday.")

4 Adjectives الصفات

- An adjective is a word that describes a person or thing.

الصفة هى كلمة تصف شخصًا أو شيئًا، مثل:

big, old, pretty, expensive, green, round, French, loud, quick, fat.

Adjectives

opinion	size	age	shape	colour	origin	material	used for
الرأى	الحجم	العمر	الهيئة	اللون	بلد المنشأ	المادة	الغرض
Nice	big	old	round	red	Egyptian	metal	dinner

Determiners (articles) المحددات

المحدد هو كلمة تأتى قبل الاسم لتبين الشخص أو الشىء الذى تتحدث عنه، مثل:

a, an, the, my, your, some, any, several, enough, any.

- I have a red hat. / Some people decided to leave.

يعتبر بعض الناس أن المحددات هى نوع من الصفات.

ما يميز المحددات هو أنه يمكنك عادةً استخدام محدد واحد فقط فى كل مرة.

- **Incorrect:** He has the my ticket.
- **Correct:** He has my ticket / He has the ticket.

فى بعض الأحيان تعمل الأسماء كصفات. بمعنى آخر، يأتون قبل اسم آخر ويصفونه.

sports car / orange juice / television station / coffee shop / book cover

عندما يكون لديك العديد من الصفات من نفس النوع، يجب أن تفصل بينها بفاصلات أو أداة ربط (و، لكن).

- The beautiful, original painting
- My nice and sweet cat / An expensive but important trip

5 Adverbs الأحوال/الظروف

الحال هو كلمة تصف: ١- الفعل ٢- الصفة ٣-الحال ٤-الجملة

verb	She runs **quickly**.
adjective	She is **extremely** beautiful.
adverb	She smokes **very** rarely.
sentence	Naturally, you don't have to come.

Adverbs usually answer the following questions:

- Where? Home. ("I went home.")
- When? Yesterday. ("We met yesterday.")
- How? Slowly. ("The turtle moves slowly.")
- How often? Sometimes. ("Sometimes it stops responding.")
- How long? Temporarily. ("She is staying with us temporarily.")
- How likely? Surely. ("Our team will surely win!")
- To what degree? Very. ("She was very pleased.")

فى الكثير من الأحوال نحول الصفة إلى حال بإضافة ly.

Adjective + "-ly"

quick + ly	quickly	brave + ly	bravely
strange + ly	strangely	real + ly	really
dead + ly	deadly	heavi + ly	heavily
sudden + ly	suddenly	happi + ly	happily
clever + ly	cleverly	tru + ly	truly

هناك أحوال لا تنتهى بـ ly.

fast, very, hard, home, just, too, well, never, sometimes, and so forth.

Adverbs

- degree الدرجة
- manner الطريقة
- place المكان
- time الوقت
- frequency التكرار
- duration استمرار
- probability الاحتمال

(1) Adverbs of degree ظروف الدرجة

توضح لنا ظروف الدرجة قوة أو درجة الفعل أو الحالة. يجيبون عن الأسئلة التالية:

- How much? To what degree?

Very, highly, totally, perfectly, partially, almost.

- You are totally right.

(2) Adverbs of manner ظروف الطريقة

توضح لنا هذه الظروف الطريقة التى يتم بها العمل. يجيبون عن السؤال بـ How?

well, badly, nicely, slowly, loudly, quietly, happily, sadly, secretly, weakly.

- The children ran happily to their father.

(3) Adverbs of place ظروف المكان

توضح لنا ظروف المكان موقع الفعل أو الحالة. يجيبون عن السؤال بـ ?Where

home, here, there, outside, inside, away, around, anywhere, abroad, up, down, out.

- We are here. / He went home. / We found him outside.

(4) Adverbs of time الأحوال الزمنية

توضح لنا ظروف الوقت وقت الفعل أو الحالة. يجيبون عن السؤال التالى:

When?

now, soon, later, yesterday, tomorrow, early, before, lately, recently.

Let's talk now. / I will do it later. / He promised to write back soon.

(5) Adverbs of frequency ظروف التكرار

توضح لنا ظروف التكرار تكرار الإجراء أو الحالة. يجيبون عن السؤال التالى:

How often?

always, never, sometimes, often, rarely, usually, occasionally.

- I always brush my teeth after a meal. / We often meet and chat.

(6) Adverbs of duration ظروف الاستمرار

توضح لنا ظروف المدة طول الإجراء أو الحالة. يجيبون عن السؤال التالى:

For how long?

forever, constantly, temporarily, briefly.

He is working there temporarily. / I will be forever grateful.

(7) Adverbs of probability ظروف الاحتمال

توضح لنا ظروف الاحتمال فرص حدوث الإجراء أو الحالة. يجيبون عن السؤال التالى:

How likely?

certainly, maybe, probably, possibly, surely.

- She will certainly forget about it. / Maybe we'll come after all.

6 Prepositions حروف الجر

حرف الجر هو كلمة تُستخدم قبل اسم أو ضمير لربطها بكلمة أخرى فى الجملة. يتم استخدامه عادةً لإظهار الموقع والاتجاه والوقت، وما إلى ذلك مثل:

on, in, at, by, under, above, beside, to, out, from, for.

- Let's go into the house. / We will meet at four o'clock. He went to school.

7 Conjunctions الروابط

الرابط هو كلمة تربط أجزاء من الجملة معًا مثل:

and, but, or, because, so.

- I want to come, but I can't.
- She is smart and beautiful.
- He didn't pass the test because he didn't understand the subject.
- We were hungry, so we ordered pizza.

8 Interjection صيغة التعجب

صيغة التعجب هى صوت أو كلمة أو عبارة قصيرة تستخدم للتعبير عن مشاعر المتحدث.

Oh! Look out! Ow! Hey! Wow! Ah! Um...

- Wow, that's amazing!
- Ah, that was a good meal!
- Oh dear! What happened?
- Hello! How are you doing?
- Well, that's an option too!

Summary

Part of Speech	Explanation	Examples
Nouns	A word that names a person, a place or a thing	boy, Ali, cat, Paris
Pronouns	A word that is used instead of a noun	he, my, yourself
Adjectives	A word that describes a person or thing	pretty, easy, fat
Verbs	A word or group of words that express an action or a state	go, jump, be, think
Adverbs	A word that describes or gives more information about a verb, an adjective, another adverb, or even the entire sentence	quickly, tomorrow, outside
Prepositions	A word that is used before a noun or a pronoun to connect it to another word in the sentence. It is usually used to show location, direction, time, and so forth.	on, in, to, from, of
Conjunctions	A word that joins parts of a sentence together	and, or, but
Interjections	A short sound, word or phrase used to express the speaker's emotion.	Wow, hmm, well, oh dear

Exercises

Decide which parts of speech are the underlined words:

Intermediate

1. I bought a beautiful T-shirt at the mall.
   a) adverb b) noun c) Preposition d) adjective
2. What did he ask you to do?
   a) preposition b) Conjunction c) pronoun d) noun
3. I left my shoes under the kitchen table.
   a) adjective b) preposition c) pronoun d) verb
4. If we finish our work quickly, we can watch the match.
   a) adverb b) conjunction c) verb d) adjective
5. On Saturdays, I work from nine to five.
   a) noun b) preposition c) adverb d) verb
6. I want to go to a university in a big city abroad.
   a) adjective b) noun c) preposition d) pronoun
7. I'm sure I've met your brother before.
   a) interjection b) preposition c) verb d) auxiliary
8. Hany knocked on the door but nobody answered.
   a) preposition b) adjective c) adverb d) conjunction
9. You have to believe in yourself if you ever expect to be successful at something.
   a) adjective b) noun c) pronoun d) preposition
10. He gave me some useful advice anout my future.
    a) uncountable noun b) countable noun
    c) verb d) adjective

Upper-intermediate

11. After lunch, let's go out for a coffee.
    a) adverb b) preposition c) pronoun d) verb
12. After you'd left, I got a phone call from Stuart.
    a) adverb b) conjunction c) interjection d) adjective
13. My friend said, "Oh! What a cold weather!"
    a) adverb b) conjunction c) interjection d) adjective

14 We got back home late at night but we didn't go to sleep immediately. We were very hungry.
a) interjection b) conjunction c) adverb d) noun

15 They listen to music every day.
a) adjective b) auxiliary c) noun d) adverb

16 The group went climbing in the mountains.
a) adjective b) noun c) adverb d) verb

17 He did well in the test.
a) adverb b) Adjective c) verb d) noun

18 This car runs fast.
a) verb b) adverb c) adjective d) noun

19 My hope is that by next summer I'll have saved enough money to go travelling.
a) preposition b) verb c) noun d) adverb

20 Their wish to continue working has come true.
a) adverb b) pronoun c) noun d) verb

Advanced

21 After work, he wants to go for a walk with his friends.
a) verb b) noun c) adjective d) adverb

22 Well, she could at least have phoned to say she wasn't coming!
a) interjection b) preposition c) pronoun d) adverb

23 The weather was very cold.
a) conjunction b) verb c) adjective d) adverb

24 We didn't spend the night there.
a) adjective b) verb c) adverb d) auxiliary

25 I'm very well today ,and I'll stop taking this medicine.
a) verb b) adjective c) adverb d) conjunction

26 Osama can play the piano. The word "can" is ....
a) main verb b) adverb c) adjective d) auxiliary verb

27 The play was fantastic.
a) noun b) verb c) adjective d) auxiliary

28 There's a growing need for new housing in many rural areas.
a) verb b) noun c) pronoun d) adverb

29 He died on June 3rd and was buried the day after.
a) adjective b) conjunction c) adverb d) preposition

30 My friend wasn't strong enough to lift his heavy rucksack.
a) verb b) noun c) adverb d) adjective

Pronouns الضمائر

ضمائر الفاعل	ضمائر المفعول	صفات الملكية	ضمائر الملكية	الضمائر المنعكسة
I	me	my + اسم	mine	myself
He	him	his + اسم	his	himself
She	her	her + اسم	hers	herself
It	it	its + اسم	------	itself
You	you	your+ اسم	yours	yourself للمفرد yourselves للجمع
They	them	their+ اسم	theirs	themselves
We	us	our + اسم	ours	ourselves

ضمائر الفاعل هي: I – You – He – She – It – We – They

وهى تستخدم كفاعل للجملة.

1. I visited my friend.
2. She studies hard.

ضمائر المفعول هى: me – you – him – her – it – us – them

وهى تستخدم كمفعول للجملة، وتأتى أيضًا بعد حروف الجر:

1. I saw him yesterday.
2. I gave a present to him.

صفات الملكية ويأتى بعدها اسم، وهى: my – your – his – her – its – our – their

1. My brother is a doctor.
2. This is her bag.

ضمائر الملكية وتستخدم بدون اسم بعدها، وهى: mine – yours – his – hers– ours –theirs

1. This book is mine.
2. This house is theirs.

لاحظ أننا نستخدم هذه الضمائر بعد a friend of

1. He is a friend of mine. = He is my friend.
2. She is a friend of yours. = She is your friend.

- ملاحظات عامة على استخدام الضمائر:

١- لاحظ أن its للملكية ويأتى بعدها اسم:

1. The cat ate its food.
2. The dog moved its tail.

فى حين أن it's تكون اختصار it is إذا جاء بعدها اسم أو صفة أو فعل منتهى بـ ing

- It's beautiful. / It's raining. / It's a new car.

وتكون it's اختصار it has إذا جاء بعدها التصريف الثالث:

- It's rained for two days.

٢- الضمير it يستخدم لغير العاقل المفرد وفى حالة الجمع نستخدم they / them

- I bought 4 books. They are very useful.

٣- لاحظ استخدام الضمير it للتعبير عن الزمن والمسافة والطقس:

1. It is hot in this room.
2. What time is it?

٤- يستخدم الضمير one بمعنى المرء، وتدل على الناس بصفة عامة، ويمكن استخدام you بدلًا منها:

- One/You must be careful when driving a car.

وفى حالة الملكية نستخدم one's ويمكن استخدام your بدلًا منها:

- It is easy to lose one's / your way in New York.

ويمكن استخدام one بدلًا من تكرار اسم مفرد يعد، وفى حالة الجمع نستخدم ones:

1. I'm looking for a flat. I'd like a small one.
2. Green apples often taste better than red ones.
3. I've got two books. Which one would you like?

٥- لاحظ صيغة السؤال التالية عن الملكية:

1. Whose book is this? = Who does this book belong to?
2. It's my book. = It's mine. / It's hers.

Reflexive Pronouns الضمائر المنعكسة

يحتوى الضمير المنعكس على كلمة «نفس».

Singular مفرد:	myself	yourself	herself	himself	itself
Plural جمع:	ourselves	yourselves	themselves		

- يستخدم الضمير المنعكس عندما يكون المفعول والفاعل واحدًا:

- He hurt himself.
- He bought himself a new shirt.
- She looked at herself in the mirror.
- Hala cut herself when she was peeling يقشر the potatoes.
- I don't want you to pay for me. I'll pay for myself.

- يستخدم الضمير المنعكس للتأكيد، ويأتى إما بعد الفاعل أو بعد المفعول:

- I myself did the job. / I did the job myself.
- **A:** Who mended your bike? 'Nobody. **B:** I repaired it myself.
- I am not going to do your homework. You'll have to do it yourself.

- يستخدم الضمير المنعكس بعد by بمعنى «بمفرده» أو «بدون مساعدة»:

by myself = on my own = alone / without any help

- I went to the cinema on my own. = alone
- Do you go to school by yourself? = alone
- Did you paint that picture on your own? = without any help
- I learned to use this computer by myself. = without any help
- The machine works by itself. = alone
- He lives on his own. = alone / by himself

- لا تستخدم الضمائر المنعكسة بعد أفعال معينة، مثل:

approach	يقترب من	remember	يتذكر	sleep	ينام
complain	يشكو	rest	يستريح	wake up	يستيقظ
dress	يلبس	shave	يحلق	wash	يغسل
lie	يستلقى	sit down	يجلس	wonder	يتساءل
relax	يستريح	stand up	يقف	worry	يقلق

- لا تستخدم الضمائر المنعكسة بعد حروف الجر الخاصة بالموقع أو المكان أو الاتجاه:

- She put her bag next to her.
- The car was coming fast towards him.
- She took her dog with her.

يمكن أن نستخدم الضمائر المنعكسة بعد حروف الجر after / for / on

- The children are old enough to look after themselves. Try to depend on yourself.

لاحظ الفرق بين: on his own & of his own

on his own = alone / without help
- My aunt lives on her own.
- Don't help him. Let him do it on his own.

of his own = belonging to him and to no one else - تدل على الملكية
- I'd like to have a car of my own.
- He's got no ideas of his own.

- لاحظ أن الضمير المنعكس للضمير one هو oneself

- One hopes that one's children will be more successful than oneself.

Idioms with reflexive pronouns: تعبيرات معينة تستخدم فيها الضمائر المنعكسة
- Enjoy yourself = have a good time.
- Help yourself = take what you want
- Make yourself at home. = behave freely as if it were your own home
- He made a name for himself. = He became famous.
- Take care of yourself.
- Behave yourself = be polite /behave well

special cases حالات خاصة

1 It

- تستخدم it

١-كفاعل أول الجملة دون أن تحمل أى معنى. غالبًا الجمل حول الطقس، الوقت أو المسافة:

- It didn't always rain. It's five o'clock. It's 10 km from the sea.

٢-لبدء الجمل عندما يكون الفاعل الحقيقى هو .to+ Inf أو v.ing:

- It won't take long to settle in. (= to settle in won't take long)

٣- للإشارة إلى عبارات أو جمل كاملة أو أفكار:

- I only arrived last month and I am still finding it all a bit strange, actually. (= living in a foreign country)

٤- لا نستخدم it للدلالة على وجود شيء وخاصة عندما يكون معها v.to be وجملة اسمية ونستخدم there بدلًا منها.

- There's a good coffee shop near here. (not ~~It is a good~~)

2 You and we

To talk about everybody in general we can use. للتعبير عن الناس عمومًا.

you:

- In Australia you often eat sandwiches for lunch. (= people in Australia)

we (when we include ourselves in the group): عند ضم أنفسنا فى المجموعة

- We often drink tea in the morning. (= Egyptian people in general, and the speaker is Egyptian)

3 They

To mean experts or authorities: لنقصد الخبراء أو السلطات

- They have changed the law recently. (= the government)
- They have discovered a new kind of beetle. (= scientists)

عندما لا نعرف أو لا نحتاج أن نذكر أن الشخص ذكر أو أنثى.

When we do not know or do not need to say if the person is male or female:

- I asked a student if they liked learning English and they said no!

4 One/ones

لتجنب تكرار اسم معدود

- I do have a few rules. The most important one is that I want everyone to feel at home. (= the most important rule)

5

حالات خاصة بالملكية ('s\s'\of)

١- الملكية بـ s' و s' للإنسان والحيوان

الاسم المفرد أو الجمع الذى لا ينتهى بـ s يأخذ ('s).

- The boy's room حجرة الولد / the children's names أسماء الأطفال
- The cat's leg رجل القطة / the horse's tail ذيل الحصان

الاسم المفرد أو الجمع الذى ينتهى بـ s يأخذ (') فقط بعد s.

- The boys' room حجرة الأولاد / the girls' class فصل الفتيات
- The frogs' legs أرجل الضفادع / the dogs' barking نباح الكلاب

هناك أسماء مركبة تأخذ s' آخر الاسم المركب.

- My sister-in-law's house. منزل زوجة أخى

بعد آخر اسمين أو أكثر لإظهار الحيازة المشتركة.

- Ahmed and Osama's car. يمتلك الاثنين سيارة واحدة

بعد كل اسم لإظهار حيازة الفردية.

- Ahmed's and Osama's cars. كل واحد يملك سيارة

٢- الملكية للجماد بـ (of).

نستخدم of ثم الاسم الجماد أو الاسم المجرد (المعنوى).

- The windows of the house نوافذ المنزل / the price of success ثمن النجاح

٣- نستخدم ضمير الملكية أو حالة الملكية + a/the/this/that + noun + of لبيان شىء واحد من كثير .

- Listen to this song of Amr's . أغنية من أغانى عمرو / a friend of mine.
- A story of Taha Hussein's. قصة من قصص طه حسين / a car of yours.

٤- إذا أضيفت s' للوظيفة تعطى المكان الذى يعمل فيه، مثل:

- At the dentist's فى عيادة طبيب الأسنان / at the baker's عند محل الخباز (الفرن)

٥- نستخدم of أو s' مع الأماكن والمنظمات

- Egypt's capital=the capital of Egypt عاصمة مصر the building's entrance مدخل المبنى

٦- الزمن والمسافات تأخذ s' و s'

- Yesterday's match مباراة أمس two days' work عمل يومين a mile's walk تمشية ميل

٧- نستخدم of مع الأشخاص فى العبارات الطويلة:

- That's the daughter of one of my relatives.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. If you see Ali, can you tell .... to phone me tomorrow.
   a) them b) his c) he d) him
2. I lent him my dictionary but .... lost it.
   a) him b) he c) his d) himself
3. **A:** Has Ahmed finished the reports yet?
   B: No, he hasn't. . He is still working on .... in his office.
   a) them b) its c) it d) they
4. Luxor is a great holiday destination with .... amazing monuments.
   a) it is b) it's c) its d) itself
5. Osama is standing between Omar and ....
   a) I b) me c) my d) mine
6. My new bike is great. .... got lots of gears in it.
   a) It b) Its c) It is d) It's
7. I am going to the shops to get .... some tennis shoes.
   a) myself b) yourselves c) herself d) themselves
8. **A:** Is this your brother's bike? **B:** No, it's ....
   a) him b) me c) mine d) his
9. **A:** Have you seen my keys? **B:** Yes, they are on the table beside ....
   a) me b) mine c) my d) myself
10. Lots of people are coming to the party. It looks like .... going to be fun.
    a) itself b) it c) its d) it's

Upper-intermediate

11. I love you for ...., not for your money.
    a) yourself b) themselves c) oneself d) itself
12. The dogs barked when they saw .... in the mirror.
    a) itself b) they c) themselves d) theirs
13. Our house is not as modern as ....
    a) hers b) her c) themselves d) their
14. **A:** Did you help Osama finish his homework? **B:** No, he finished it ....
    a) of his own b) himself c) him d) by self
15. A friend of .... suggested visiting the museum, but I didn't like the idea.
    a) myself b) me c) mine d) my own

16 Helal lost .... when his computer broke down.
a) a day work's b) a day works c) a day work d) a day's work

17 **A:** Do you need to turn off the heater?
B: No, it will actually turn .... off.
a) its b) it c) itself d) it's

18 Hello my classmates ! .... is my neighbour Abeer.
a) Her b) She c) It d) This

19 All the people were my friends, but I didn't like the party ....
a) themselves b) itself c) myself d) by myself

20 He hates travelling ....
a) by himself b) himself c) on its own d) by itself

Advanced

21 I .... and dressed in ten minutes.
a) showered myself b) showered by myself
c) showered d) showered to myself

22 Every student will get a laptop of .... own to help them with their school work.
a) himself b) their c) hers d) our

23 Look, ... isn't much time left. Have you made a decision?
a) there b) it c) their d) its

24 Have you read ....?
a) todays' paper b) the today paper c) today paper d) today's paper

25 If I had a car ...., I wouldn't have to ask my brother to drive me around.
a) of myself b) of me c) of my own d) mine

26 A security guard checked the .... and let them in.
a) passenger's bags b) passengers' bags
c) passengers bags d) passenger bags

27 This boy never pays attention to his .... but he loves them a lot.
a) parent's advice b) parents advice
c) parent advice d) parents' advice

28 We had a party in .... flat. They are living with their parents.
a) Ahmed and Emad b) Ahmed and Emad's
c) Ahmed's and Emad d) Ahmed's and Emad's

29 **A:** How is Ola? **B:** I don't know. We haven't seen .... for a long time.
a) us b) each other c) ourselves d) our

30 It's a .... drive to the station.
a) ten-minute b) ten-minutes c) ten-minute's d) ten-minutes'

Tenses الأزمنة

- **Past** الماضى
- **Present** المضارع
- **Future** المستقبل

Present Tenses أزمنة المضارع

- **Simple** بسيط
- **Contiuous** مستمر
- **Perfect** تام
- **Perfect continuous** تام مستمر

Past Tenses أزمنة الماضى

- **Simple** بسيط
- **Contiuous** مستمر
- **Perfect** تام
- **Perfect continuous** تام مستمر

Future Tenses أزمنة المستقبل

- **Simple** بسيط
- **Contiuous** مستمر
- **Perfect** تام
- **Perfect continuous** تام مستمر

لسهولة الحفظ والتمييز

- تنقسم الأزمنة إلى ثلاثة: مضارع وماضٍ ومستقبل.
- وينقسم كل زمن إلى: بسيط ومستمر وتام وتام مستمر.
- وتتميز الأزمنة البسيطة بأنها تحتوى على فعل أساسى واحد.
- وتتميز الأزمنة المستمرة بأنها تحتوى v.to be +v.ing
- وتتميز الأزمنة التامة بأنها تحتوى على v.to have+ P.P.
- وتتميز الأزمنة التامة المستمرة بأنها تحتوى v.to have + P.P. (been) + v.ing

	Simple	Continuous	Perfect	Perfect continuous
Present	I live He lives They live	I am living He is living They are living	I have lived He has lived They have lived	I have been living He has been living They've been living
Past	I lived He lived They lived	I was living He was living They were living	I had lived He had lived They had lived	I had been living He had been living They'd been living
Future	I will live He will live They'll live	I will be living He will be living They'll be living	I'll have lived He'll have lived They'll have lived	I'll have been living He'll have been living They'll have been living

A) Present tenses

1 Present Simple المضارع البسيط

Form التكوين	He / She / It + inf. + s/ es / ies I / They / We / You + inf. • My brother speaks English. • Most children like ice cream.
Negative النفى	He / She / It + doesn't + inf. I / They / We / You + don't + inf. • Ahmed doesn't like songs. • My parents don't play games.
Interrogative الاستفهام	Does he / she / It + inf.? Do I / they / we / you + inf.? • Does Ibrahim like English? • Do they work hard ?
Passive المبنى للمجهول	am/ is/ are + p.p. Football is watched everywhere.

Verb + s	visits/stops/drives	Ss, sh, ch, x, o +es	misses/ teaches/does/fixes
متحرك + y + s	plays/stays/says	ساكن + y ----ies	flies/tries/cries/fries



1. **For repeated actions and daily routines.**
للأحداث المتكررة والروتين اليومى.
- My brother works in a big company in Cairo.
- He takes the train to work every morning.

2. **For general facts and laws of nature.** للحقائق العامة وقوانين الطبيعة.
- Water boils at 100°c.

3. **Situations which are true for a long time.**
المواقف الحقيقية لمدة طويلة.
- All My Friends like football.

4. **For timetables/programmas.** لجداول المواعيد المحددة/البرامج.
- The plane from Cairo arrives at 8:30.
- The film starts at 10:00 pm.

5. **For sports commentaries and narration.**
فى التعليقات الرياضية وسرد أحداث الرواية.
- Egypt kicks off, Salah passes to Mustafa. Mustafa cuts inside.
- Then Oliver decides to escape and find another place away from the evil people.

6. **To give instructions or directions.**
لإعطاء التعليمات أو الاتجاهات بدلاً من صيغة الأمر.
- From here you cross the road, go through an Iron Gate and follow the pass east.

7. **After time conjunctions (after / before/ by the time / when, etc.) to refer to the future.**
بعد بعض الروابط الزمنية ليشير إلى المستقبل.
- After he finishes his homework, he will help you.

8. **In exclamatory sentences.** فى الجمل التعجبية
- Here comes the president!

The present simple is used with following time expressions:
usually, often, always, sometimes, never, ever, rarely, seldom, frequently, generally, every day/ week/ month/ year, in the morning/ afternoon/ evening, at night, at the weekend, on Fridays, etc.

- I visit my relatives on Mondays.
- I sometimes visit my relatives.
- He never tells lies.
- It seldom rains in Egypt.

ملاحظات

١- فعل + always / usually/ never/ sometimes / rarely + فاعل
v. to be + always/ usually/ never/ sometimes / rarely + فاعل

- تستخدم الكلمات الدالة بعد الفاعل وقبل الفعل الأساسى، وإذا كان الفعل الأساسى v. to be فتستخدم الكلمات الدالة بعده.

- He always (usually/ sometimes/ never) comes late.
- He is always (usually/ sometimes/ never) late (صفة).

- عندما تكون v- to be فعلًا أساسيًا لا نستخدم بعدها فعلًا آخر، ولكن اسم أو صفة، وفى النفى نستخدم am not/isn't/aren't ولا نستخدم don't /doesn't.

- My father is an accountant and he isn't happy with it.

٢- لاحظ أنه عند استخدام never لا نحذف s, es, ies المضافة للفعل مع he, she, it.

- He never goes to bed without doing his homework.

٣- مع الأفعال الدالة على المشاعر والاعتقاد والحالة وهى ليست أفعالًا بها حركة أو نشاط:

- With verbs that describe sentiments, thoughts and states rather than activities:
- We want to live in peace, security and safety.
- I think that English enables us to know about other cultures.

٤- لاحظ استخدام (have/has) مع المضارع البسيط كفعل أساسى ليس بعدها فعل آخر، ولكن يأتى بعدها اسم أو اسم موصوف. وفى النفى نستخدم don't/doesn't have.

- My father has a new mobile phone.
- He doesn't have a computer.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. My mother .... eggs for breakfast every morning.
   a) fry b) frys c) fries d) frying
2. My life is so boring -- I just .... TV every night.
   a) watching b) watch c) watches d) watched
3. Maher and I .... in the same office, but we're completely different.
   a) working b) works c) worked d) work
4. I clean my car every weekend, but Omar never .... his.
   a) cleans b) clean c) is cleaning d) cleaning
5. Ola .... all the time at work, but I feel miserable.
   a) smiling b) smile c) smiles d) smiled
6. What time .... the shops open?
   a) did b) do c) does d) doing
7. She .... study Spanish on Mondays.
   a) don't b) never c) not d) doesn't
8. I think the boys .... the answer.
   a) know b) knowing c) knew d) knows
9. .... he watch cartoons before he goes to school?
   a) Did b) Do c) Does d) Is
10. Ahmed and Salah .... eat breakfast on school days.
    a) not b) don't c) doesn't d) haven't

Upper-intermediate

11. When I finish my work, I .... to go out with my friends.
    a) am liking b) likes c) will like d) like
12. She .... a bath every evening.
    a) have b) has c) is having d) had
13. This coffee .... right. Get me another one with little sugar.
    a) tastes b) is tasting c) doesn't taste d) tasted

14 The chef .... the food before he serves it.
a) always tastes b) tastes always c) is tasting d) never tastes

15 I .... you when I arrive at my hotel.
a) am calling b) will call c) call d) calling

16 As soon as I ...., I'm going to apply for a new job.
a) moves b) am moving c) am able to move d) will move

17 I .... vegetables. Carrots .... my favourite.
a) always eat/are
b) eat always/are
c) always eat/be
d) eat always/be

18 Shady .... swimming in the sea, but he .... of sharks.
a) likes/afraid
b) is liking/is afraid
c) liked/is afraid
d) likes/is afraid

19 The hero .... the forest after attacking three of the enemies and .... his friend who is trapped in a hut.
a) reaches/found
b) reached/found
c) reaches/finds
d) reached/finds

20 After Ola eats dinner, she usually .... to sleep.
a) goes b) will go c) is going to go d) is going

Advanced

21 Choose the sentence that refers to permanent situations or states:
a) The train reaches Assuit at 7:00 am.
b) Hany runs a big firm especialising in exporting clothes.
c) The play starts at 9:00 pm this evening.
d) After Ali finishes his work, he'll help me.

22 "They" .... a subject pronoun, but "them" .... an object pronoun.
a) are/is b) is/is c) are/are d) is/are

23 The children .... home until 1.00 p.m.
a) won't usually
b) never be
c) aren't usually
d) aren't be

24 The course finishes at the end of next month.
a) We are talking about the future.
b) This is a permanent situation.
c) This is a habitual action.
d) We are talking about repeated actions and daily routines.

25 I meet Hazem on Thursday afternoons.

a) This is a future arrangement.

b) We are talking about general facts.

c) This is a repeated action.

d) This is a timetable.

26 I think we should go home. Here "The present simple" refers to ....

a) the speaker's daily routine.

b) the speaker's permanent belief.

c) an opinion that the speaker always holds.

d) the moment of speaking.

27 Which question is in the simple present?

a) From where do you come?

b) Where do you come from?

c) Where does you come from?

d) Where did you come from?

28 Which sentence is in the simple present?

a) He has read a book.

b) He is reading a book.

c) He read a book.

d) He reads a book.

29 In which sentence is the simple present used correctly?

a) "Samir and Ali" is a good stationery shop.

b) "Samir and Ali" are a good stationery shop.

c) "Samir and Ali" be a good stationery shop.

d) "Samir and Ali" are being a good stationery shop.

30 Which negative sentence is in the simple present?

a) We does not work in a bank.

b) We don't work in a bank.

c) We do'nt work in a bank.

d) We never works in a bank.

2 Present Continuous المضارع المستمر

Form التكوين	am/ is/ are + v-ing • They are watching the match now.
Negative النفى	am not /isn't/ aren't+ v-ing. • She isn't cooking dinner now.
Interrogative الاستفهام	Am/Is/Are + subj + v-ing? • Is he looking out? Wh-word+am/is/are+subj+v-ing • What are you doing?
Passive المبنى للمجهول	am/is/are + being + P.P • Look! Dinner is being cooked.



Usage الاستخدام

1 For actions happening now to say that we are in the middle of an action. يستخدم للأحداث التى تحدث الآن لنقول إننا فى منتصف الحدث.

- I'm waiting for the train. (I'm in the station now.)
- They are playing football. (The match is not over yet. لم تنته المباراة حتى الآن)

2 For actions that are going on around now, but not at the actual moment of speaking. يستخدم لحدث مستمر، ولكن ليس بالضرورة فى وقت الكلام.

- She is working hard these days. (تعمل بجد هذه الأيام وربما هى الآن تأكل أو تقرأ أو تنام)

3 A current situation which is different to a past situation: موقف حالى أو حاضر ومختلف عن موقف فى الماضى.

- Young people aren't reading newspapers these days.

4 For fixed arrangements in the near future. للأحداث التى تم الترتيب لها فى المستقبل.

- Ahmed is leaving for Luxor in an hour. (It's been arranged.)

يستخدم مع الكلمات الدالة على المستقبل إذا كان الحدث تم الترتيب له.

- Ali is meeting Mr. Amgad next Saturday morning.

5 An action that people do: again and again يستخدم مع كلمة always إذا كنا نريد التعبير عن شىء يحدث كثيرًا وأحيانًا يضايق.

- He is always forgetting the car keys at home.
- She is always asking a lot of questions.

Present Continuous and Present simple

وللوصول للفهم الحقيقى لأزمنة المضارع يجب التفرقة بين زمنى المضارع البسيط والمضارع المستمر، لأن الأفعال غير الحركية لا تأتى فى المضارع المستمر، وتأتى فى المضارع البسيط.

Present continuous	Present simple
Now الآن	**Always** دائما
It's raining at the moment.	It always rains in winter.
I'm watching this programme.	I watch television most weekends.
Look! This man is taking a photo of you.	He takes lots of photos. He's a photographer.
Temporary مؤقت	**Permanent** دائم
I'm working at a sports shop for six weeks.	I work at a sports shop. It's permanent.
They are living in a small flat these days.	They live in a very nice flat.

State/stative verbs أفعال الثبات/الحالة

- تصف هذه الأفعال حالة ثابتة للشخص وليس الشىء الذى يفعله وهى أفعال غير حركية، فمثلاً الفعل go به حركة، لكن الفعل own بمعنى «يملك» ليس به حركة، وهذه الأفعال لا تستخدم بعد v. to be، ومن أمثلة هذه الأفعال:

(1) thoughts and opinions	الآراء والاعتقادات	think, know, etc.
(2) feelings and emotions	المشاعر والعواطف	like, love, etc.
(3) Perception and senses	الإدراك والحواس	hear, see, etc.
(4) possessions and measurements	الملكية والمقاييس	belong يخص, have, etc.

- الأفعال الآتية لا تأتى مع صيغة المضارع المستمر (أفعال تصف الحالة):

dislike	يكره	notice	يلاحظ	feel	يشعر بـ	contain	يحتوى على
hate	يكره	remember	يتذكر	taste	يتذوق	fit	يلائم
enjoy	يستمتع بـ	understand	يفهم	look	يبدو	include	يتضمن
prefer	يفضل	realise	يدرك	smell	يشم	own	يملك
believe	يعتقد	seem	يبدو	sound	يبدو	want	يريد
mean	يقصد	need	يحتاج	imagine	يتخيل	measure	يقيس
appear	يظهر	surprise	يدهش	miss	يفقد	join	يلتحق بـ
cost	يتكلف	weigh	يزن	wish	يتمنى	owe	يدين

- فإذا استخدمنا هذه الأفعال فى المضارع نستخدم المضارع البسيط، ولو كانت فى الماضى نستخدم الماضى البسيط.

- That bag belongs to my mother.
- I want to visit Paris.

ويمكن أن نستخدم بعض الأفعال السابقة فى الاستمرار، ولكن بمعنى مختلف:

State	Action
He thinks he's really clever. يعتقد	I'm thinking about his offer. يفكر مليًا
This tastes salty. (= It has the flavour) الاكل يعطى مذاقا معينا (حالته)	Why is he tasting the soup? يقوم بتذوق الشوربة (يفعل حدثًا)
He has two houses. (= he owns; he possesses) يمتلك (شيئًا ثابتًا أو حالة)	She's having lunch. (= she's eating) يفعل حدث وهو الأكل
The silk shirt feels soft. (= it has a soft texture) له ملمس ناعم (حالة)	Ann is feeling the cat's fur. (= she's touching) تقوم باللمس (حركة)
Do you see what I mean? (= understand)	I'm seeing Hala tonight. (= I'm meeting)
Your perfume smells of apples. (= it has the smell) يعطى رائحة (حالة)	She is smelling the roses. (= she's sniffing) تقوم بالاستنشاق/ الشم (حركة)
I love/enjoy good films. (= I like in general)	I'm loving/enjoying this film. (= I like specifically) فى وسط الحدث ويكون مستمتعًا
It looks as if it's going to rain. (= it appears) الفعل يبدو غير حركى بل الحالة التى عليها الشخص	He is looking at the painting. (= he's observing it) هو ينظر إلى شىء (حركة)
He appears to be working. (= he seems to be)	The singer is appearing on stage tonight. (= is performing) سيخرج أمام الجمهور
The box is heavy. It weighs a lot. (= has the weight) وزن الشىء هو حالته وليس حركة	He is weighing the potatoes. (= is measuring the weight يقوم بعملية الوزن
Ramy is very kind. هذه هى الحالة التى عليها دائمًا	Ramy is being very kind to me these days. = he's behaving.

ملحوظة: مع الأفعال taste/feel/weigh/smell إذا جاء قبلها الشىء فهى حالته التى هو عليها أما إن جاء شخص فهو غالبًا يقوم بحركة.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. It's seven o'clock and they .... to school now.
   a) are going b) go c) going d) went
2. Listen! Salah .... his electric guitar.
   a) plays b) is playing c) playing d) played
3. **Ahmed:** Where is Hossam? **Leila:** He .... his bicycle.
   a) clean b) cleans c) is cleaning d) cleaning
4. Look! That lady .... her uniform.
   a) wears b) doesn't wears
   c) wearing d) is not wearing
5. Our cat seldom .... on the sofa.
   a) lies b) lying c) is lying d) lie
6. I like supermarkets, but my father ....
   a) isn't b) doesn't c) don't d) does
7. What .... in our garden?
   a) does that man do b) is that man does
   c) is that man doing d) that man is doing
8. I .... a cup of tea now.
   a) don't have b) having c) have d) am having
9. Tom likes Egypt. So he .... a lot about Egyptian history now.
   a) reads b) is reading c) reading d) read
10. Hala always .... her guitar in the afternoon.
    a) playing b) is playing c) plays d) play

Upper-intermediate

11. **A:** .... your father in the garden now? **B:** Yes, he is cutting the grass.
    a) Is b) Are c) Is being d) Are being
12. My grandfather often .... that he .... a perfect garden with a lot of flowers!
    a) say/want b) says/wants
    c) is saying/wants d) says/is wanting

13 He usually .... basketball on Sundays, but today he .... to play basketball.
a) play/don't want
b) is playing/is wanting
c) plays/doesn't want
d) is playing/doesn't want

14 I have to stay at home all day tomorrow. They .... our new fridge, but I'm not sure at what time.
a) brought b) bringing c) bring d) are bringing

15 I .... my car this weekend. You can borrow it if you like.
a) am not using b) don't use c) use d) am using

16 **A:** What time are your parents leaving tomorrow?
B: The plane .... from Cairo at 19.45.
a) departing b) is departing c) departs d) will depart

17 Most Egyptians .... that the economy is very good right now.
a) believes b) believe c) are believing d) believing

18 Osama is a little irritable because he .... smoking.
a) will quit b) quitting c) quits d) is quitting

19 Sorry, I can't help you today. I .... tennis with my friends.
a) played b) am playing c) play d) playing

20 I am selling my old car. My neighbour .... it for his son.
a) wants b) is wanting c) wanting d) wanted

Advanced

21 A new hotel .... in the centre of town.
a) built b) is building c) is built d) is being built

22 "The sun rises in the east and sets in the west."
Why is the present simple tense used for both verbs in the sentence above?
Because the speaker:
a) is talking about a personal habit.
b) is talking about a repeated action.
c) is expressing a truth about the world.
d) is describing what is happening now.

23 "Mmmh! This ice cream tastes very good?"
Why is the present simple tense used in the sentence above?
Because the speaker:
a) is talking about a future scheduled event.
b) is tasting ice cream now.
c) is telling a joke.
d) is using a verb of the senses.

24 You .... into things and breaking them. How can anyone be so clumsy?

a) always bumping
b) are always bumping
c) always bump
d) always bumps

25 Ola: "What .... about?"

Sherouk: "My summer holidays! I wish I was still lying on the beach."

a) does he think
b) do you think
c) you thinking
d) are you thinking

26 What does the shop assistant say to the customer in a shop if he wants to know if someone is already helping her?

a) Are you being served?
b) Are you served?
c) Are you serving?
d) Do you serve?

27 "You're always criticising me. Why don't you just leave me alone?"

Why is the present continuous tense used in the first sentence above, even though the action (criticising) is repeated? Because the speaker:

a) is talking about what is happening now.
b) is talking about a future arrangement.
c) is expressing annoyance at being criticised all the time.
d) is expressing a truth about the world.

28 What's the best way to invite a friend to your party?

a) Are you coming to my party?
b) Would you like to come to my party?
c) Do you come to my party?
d) Do you like to come to my party?

29 Which underlined part of the following passage contains a mistake?

"Malak is wearing a skirt today but she usually wears jeans. If she is going to a party, she always puts on a dress."

a) is wearing
b) usually wears
c) always puts on
d) no mistake

30 My father .... me to school this week because we've had an accident and our car is being repaired.

a) hadn't driven
b) isn't driving
c) doesn't drive
d) don't drive

The Past Simple Tense زمن الماضى البسيط

Form: التكوين	Subj + التصريف الثانى للفعل	• I/He/They passed the exam.
Negative: النفى	Subj + didn't + inf.	• I/He/They didn't watch the match.
Interrogative: الاستفهام	Did + subj + inf.? Wh-word + did + subj + inf.?	• Did the police arrest the criminal? • Where did you find your book?

Usage الاستخدام

1. **For an action which began and finished in the past.**
يستخدم لحدث بدأ، وانتهى فى الماضى.

- She visited London in 2010.
- We were in Cairo a week ago.

2. **For actions which happened immediately one after the other in the past.**
للأحداث التى حدثت تباعًا واحدًا تلو الآخر فى الماضى. (ليس هناك فارق زمنى لكى نستخدم الماضى التام).

- When he had an idea, he wrote a short story.
- First he paid the driver, then he got out of the taxi.

3. **For past habits which are now finished. (We can also use "used to").**
للعادات التى كانت فى الماضى، ولم يعد لها وجود الآن.

- People travelled/used to travel on camels in the past.

4. **For retelling stories.** لسرد أحداث القصص.

- When the thief tried to escape, the police attacked him bravely. In the end he was arrested and sent to prison for life.

5. **The past simple is used with the following time expressions:**
yesterday, last night / week / month / year / Friday, etc., two days / weeks / months ago, then, How long ago .....? / in 1900 / 2000 / 2012, the other day, once / in the past, etc.

- People had very simple lives 50 years ago.
- How long ago did she leave her work?

6 Using (for) with past simple.

يستخدم الماضى البسيط مع for للتعبير عن سيرة الشخص الذاتية أو أحداث استمرت لفترة زمنية وانتهت.

- My father went to the Faculty of Commerce for four years.
- My grandfather lived in Italy for 5 years.

7 With (always – never – often, etc.) to express habits in the past.

يستخدم مع نفس كلمات المضارع البسيط ليدل على العادة فى الماضى.

- When he was a child, he always walked to school.
- I never thought that it would be possible to buy things on the internet.

The past simple : be

I/He/She/It	was	young in 2010.	I/He/She/It	wasn't	young in 2020.
They/We/You	were		They/We/You	weren't	

ملاحظات

١- لا يأتى بعد to be .v فعل فى الماضى البسيط، ولكن اسم أو صفة.

- Ali was a taxi driver ten years ago. (was+noun)
- Ali was ill last week. (was+ adjective)

٢- بعض الأفعال المربكة عند استخدامها فى الماضى، ولذلك يجب حفظ تصريفها جيدًا.

- Some confusing verbs when used in the past:

1	fall	يسقط/يقع	fell	fallen
	fell	يوقع/يقطع شجرة	felled	felled
2	find	يجد	found	found
	found	يؤسس	founded	founded
3	lie	يستلقى/يضطجع	lay	lain
	lay	تضع البيض/تعد منضدة	laid	laid
4	wind	يلف/يبرم	wound	wound
	wound	يجرح	wounded	wounded
5	ring	يتصل/يرن	rang	rung
	ring	يضع دائرة حول	ringed	ringed

٣ - نستخدم الماضى البسيط وليس الماضى المستمر عند الحديث عن العادة فى الماضى.

- When I was on holiday, I went to the beach every day.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. My mother .... me to the dentist after school yesterday.
   a) was taking b) had taken c) has taken d) took
2. Yasser worked very fast and .... before everyone else in the class.
   a) finish b) finished c) had finished d) was finishing
3. The film wasn't very good. I .... it very much.
   a) enjoyed b) was enjoying c) didn't enjoy d) wasn't enjoying
4. We went to Hala's house but she .... at home.
   a) wasn't b) didn't be c) weren't d) wasn't being
5. My mother .... the car when she heard a loud noise.
   a) has stopped b) was stopped c) was stopping d) stopped
6. She .... lunch quickly and then went out to play basketball with her friends.
   a) has b) ate c) eats d) was having
7. Mozart .... more than 600 pieces of music.
   a) has written b) had written c) wrote d) writes
8. "How did you learn to drive?" "My father .... me."
   a) taught b) was teaching c) teaches d) has taught
9. My friend had forgotten her lunch, so I .... her my apple.
   a) has given b) had given c) gives d) gave
10. The hotel wasn't very expensive. It .... very much.
    a) cost b) didn't cost c) costs d) wasn't costing

Upper-intermediate

11. They were good students, they .... their homework.
    a) always did b) always do
    c) did always d) are always doing
12. When he was the boss, he ...., he always drove.
    a) didn't walked b) was walking c) never walked d) never walks
13. She .... the ball so hard that it went through the window.
    a) throws b) threw c) was throwing d) didn't throw
14. We couldn't afford to keep our car, so we .... it.
    a) sell b) were selling c) were sold d) sold
15. I thought that the test would be difficult, but in fact it .... easy!
    a) was b) is c) was being d) is being

16 We left the house very early because we .... to be caught in heavy traffic.
a) wanted b) never want
c) didn't want d) weren't wanting

17 I am seventeen years old, but ...., I was fifteen.
a) since two years b) two years ago c) for two years d) last year

18 I .... cheese when I was young but I don't anymore.
a) was liking b) never liked
c) was always liking d) liked

19 Kareem and I played tennis yesterday. He's much better than me, so he .... easily.
a) won b) was winning c) had won d) never won

20 The window was open and a bird .... into the room.
a) was always flying b) had flown c) flew d) flies

Advanced

21 When I was 18 years old, I .... at Assuit university.
a) was learnt b) was taught c) was teaching d) learning

22 **A:** How did you get there? **B:** We .... It didn't take long.
a) were walking b) had walked c) had been walking d) walked

23 **A:** Have you visited any European countries? **B:** Yes. I .... Spain and Italy two years ago.
a) visited b) have visited c) had visited d) was visiting

24 He said that his mother would be very upset when she .... that he had lost his job.
a) learns b) had learned c) learned d) would learn

25 One clown was juggling while he .... a glass of water on his head.
a) was having b) had c) had had d) has

26 First, he .... as a salesman, then as a night clerk, and after that he quit his job and became a writer.
a) had been working b) has worked
c) had worked d) worked

27 She probably .... her keys while she was walking in the park.
a) lost b) has lost c) had lost d) was losing

28 The car .... because there was a problem in its engine.
a) had stopped b) was stopped
c) stopped d) was stopping

29 They .... coffee, milk and cheese for breakfast.
a) were having b) had c) had had d) are having

30 I .... this room only half an hour ago, and you have already made a mess!
a) were cleaning b) had cleaned c) have cleaned d) cleaned

Past habits (Past simple-used to-would)

للتعبير عن عادات الماضى يمكن استخدام:

1 Past simple

الماضى البسيط مع أحداث وعادات الماضى المتكررة، ونستخدم معها عادة ظروف التكرار، مثل:

- Always, often, every day .... etc.
- When I was young, I always walked to school.

2 Used to

نستخدم used to للتعبير عن المواقف الدائمة وعادات الماضى والروتين والحقائق التى كانت قديمًا، ولكنها لم تعد الآن.

- I used to have a bike, but now I don't.
- My father used to be a teacher, but now he is a manager in a big company.
- I used to play for the school team on Fridays when I was a student.

فى السؤال والنفى نحذف d ونستخدم use بعد Did/didn't

Yes/No questions						
Did	Subject	use to	base form			
Did	you	use to	have a mobile phone when	you	were	young?
	she			she	was	
	they			they	were	

Negative						
Subject	didn't	use to	base form			
I	didn't	use to	have a mobile phone when	I	was	young.
She				she	was	
They				they	were	

نستخدم used to أيضا للأشياء التى كانت دائمًا حقيقية ولم تعد الآن:

- This building is now a furniture shop. It used to be a cinema.
- Jeans used to come only in blue. Now you can buy them in any colour.

1. Be (get) used to + v.ing

(Be used to) means "be accustomed to", "be in the habit of".

- تعبر be (get) + used to + v-ing/noun/pronoun عن عادة فى الماضى ومازالت تحدث الآن.

- My father is very active. He is used to getting up early.
- I didn't like my job at first, but I'm (get)used to it now.
- She isn't used to living in hot climates.

2. Object + (be + used to) + Inf. = passive

- إذا جاء قبل be used to مفعول فيأتى بعدها المصدر، وفى هذه الحالة يكون المعنى (يستخدم) وليس يعتاد

- This knife is used to cut onions.

3. Object + (be + used for) + ing.

- وتستخدم be used for + ving للإشارة إلى الاستخدام العام للأشياء:

- Knives are used for cutting things.
- Pens are used for writing.

4. No longer/any longer

- نستخدم no longer وبعدها فعل مضارع أو any longer معها مضارع منفى بدلًا من used to

- Osama no longer smokes. = Osama used to smoke.
- Osama doesn't smoke any longer.

لاحظ:

1. فى النفى دائمًا نجد didn't use to ولكن هناك نفى صحيح أيضًا وهو used not to

- Long time ago, clothes used not to be expensive.

2. هناك used تستخدم صفة بمعنى (مستخدم) وهى من الفعل use بمعنى يستخدم.

- It's very dangerous to buy used clothes nowadays because of diseases.
- Used cars are always much cheaper than the new ones, and they need repairing.

3 Would +inf.

تستخدم would +inf. للتعبير عن العادات والسلوك النمطى المتكرر فى الماضى، وليس عن الشىء الدائم وثوابت الأشياء.

At weekends, my father would go and buy fruit and also he would buy me sweets.

هذه الجملة تعبر عن سلوك متكرر لشخص وليس عن مواقف وأشياء حقيقية، مثل: امتلاك شخص لشىء أو وظيفة لديه.

I used to have a bike when I was ten years old. (Not: ~~I would have a bike.......~~)

Hotel companies would buy the best land in the town. There used to be a lot of tourists. (NOT: ~~There would be a lot of tourists.~~).

لاحظ: state verbs لا تستخدم مع would

I used to know much about football. (NOT: ~~I would know much about football.~~).

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. She usually .... her mother with the housework when she was younger.
   a) help b) helps c) used to help d) helped
2. When I was a student, I .... in Mansura.
   a) used to live b) would live c) was lived d) had lived
3. When I was younger, I .... hiking with my friends.
   a) am used to go b) would go c) used to going d) go
4. When I was a student, I always .... my lessons hard.
   a) used to study b) studied c) watching d) watch
5. When he was young, he ....the underground to school.
   a) takes b) was taking c) used to take d) had taken

Upper-intermediate

6. When he was on vacation, he .... up late every day and go to bed in the morning.
   a) stay b) would stay c) stayed d) stays
7. He .... letters to his friends, but now he sends e-mails.
   a) was sending b) had sent c) is sending d) used to send
8. He .... a bike, but now he doesn't.
   a) has b) would have c) used to have d) was having
9. Sara .... a book every week when she was at school.
   a) would reads b) read c) reads d) was reading
10. I'm terribly nervous, I'm not used to .... to a large number of audience.
    a) speaking b) speak c) being speak d) speaks

Advanced

11. My brother .... be a better swimmer than me and he .... always win.
    a) used to/would b) would/used to c)used to/used to d) would/would
12. He made his money buying and selling .... cars.
    a) used b) would use c) used to d) is used to
13. Ragab .... me at 9:00 last night.
    a) used to call b) used to called c) calls d) called
14. "We used to have a dog when we lived in Cairo."
    a) You could also use the past simple here.
    b) You couldn't use "the past simple" here.
    c) You could use "would" here.
    d) You could use "the present simple" here.
15. On rainy days, he .... at home and read books or comics.
    a) would stay b) used to stay c) stayed d) all are possible

The Past Continuous Tense — زمن الماضى المستمر

Form: التكوين	was/were + v-ing • I was studying English all night yesterday.
Negative: النفى	wasn't/weren't + v-ing • I wasn't reading when the light went out.
Interrogative: الاستفهام	Was/Were + subj. + v-ing? • Was Ali playing when he fell down? Wh-word + was/were + subj. + v-ing? • What were you doing when I phoned you?



Usage الاستخدام

1. **For an action which was in progress at a stated time in the past. In the past continuous, as and when mean while:**
يستخدم لحدث كان مستمرًا فى وقت محدد فى الماضى وتتساوى when و as و while فى المعنى.

- It was raining heavily at 7 pm yesterday.
- While / As (Just as)/ When I was having breakfast, someone knocked at the door.

2. **For an action which was in progress when another action interrupted it.**
يستخدم لحدث كان مستمرًا (حدث طويل) عندما قطعه حدث آخر (حدث قصير). الحدث الطويل يوضع فى الماضى المستمر، والحدث القصير يوضع فى الماضى البسيط.

- He was driving fast when he ran into اصطدم بـ a big tree.

3. **For two actions happening at the same time.** حدثان فى وقت واحد.

- Osama was playing games on his computer while Ramy was watching TV.

4. **We do not usually use the past continuous with verbs that describe states or senses. We use the past simple.**
لا نستخدم الماضى المستمر مع أفعال الحالة والشعور، ونستخدم الماضى البسيط فقط.

- She seemed ill when I visited her.
- While I was ill, many people visited me.

The past continuous is used with the following time expressions:

While, when, as, all day/night/morning, etc.

While/As/ Just as/ When + Past continuous (ماضٍ مستمر) , Past simple (ماضٍ بسيط)

- While we were watching the match, someone knocked on the door.

Past simple (ماضٍ بسيط) While/As/ Just as/ When Past continuous (ماضٍ مستمر)

- Someone knocked on the door while we were watching the match.

لاحـــظ:

- أنه يمكن وضع الماضى المستمر أو البسيط بعد when على حسب معنى الجملة أيهما مستمر وأيهما قاطع:
- She was cleaning the room when she found her ring.
- When she was cleaning the room, she found her ring.
- ولكى تتقن فهم هذا الزمن لابد أن تعلم أن الحدث المستمر يوضع فى الماضى المستمر، والحدث القاطع يوضع فى الماضى البسيط.

Advanced Points

1) While + past simple (was/were), past simple.

لا يمكن استخدام being بعد was-were لأنها فعل لا يستخدم فى الاستمرار.

- While I was ill, I took much medicine.

2) While + v-ing إذا لم يوجد فاعل

- While walking in the street, she met her old classmate.

3) During + noun = while + past cont.

- During his stay in London, he met many famous people.

الأخطاء الشائعة

يقع كثير من الطلاب فى خطأ كبير عند استخدام الماضى المستمر؛ إذ إنهم ينسون was/were قبل الفعل، وهذا غير صحيح، إذ إن الماضى المستمر يتكون من was/were + v-ing:

- I playing tennis all day yesterday. ✗
- I was playing tennis all day yesterday. ✓ ماضٍ مستمر

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. My brother and sister .... playing tennis at 11am yesterday.
   a) are b) was c) were d) have been
2. We .... sleeping when the police came.
   a) was b) weren't c) won't d) have been
3. I was reading a detective story .... I heard a noise.
   a) after b) while c) during d) when
4. A cat ran into the classroom yesterday as we .... a science test.
   a) were doing b) did c) do d) are doing
5. A: Where were you at lunch today? **B:** I .... table tennis in the sports hall.
   a) were playing b) playing c) played d) was playing
6. It started to rain just while the students .... off the bus.
   a) have got b) get c) were getting d) got
7. I saw you in town yesterday. You .... outside a cafe eating ice-cream.
   a) were sitting b) sat c) had sat d) sitting
8. It was sunny when I left work yesterday and it .... when I arrived home an hour later.
   a) was rained b) raining c) was raining d) rains
9. My little brother kept annoying me while I .... to study for my grammar test.
   a) tried b) was trying c) had tried d) trying

Upper-intermediate

10. I was waiting at the bus-stop when my friend .... and offered to drive me home.
    a) stopping b) was stopping c) were stopping d) stopped
11. It's no surprise that he fell off his bike. He .... where he was going.
    a) didn't look b) was looking c) wasn't looking d) looked
12. When I arrived late, my friend .... He had lost patience and gone home.
    a) waited b) wasn't waiting c) didn't wait d) was waiting
13. When I .... the door and saw the new TV, I felt surprised.
    a) opened b) was opening c) had opened d) open
14. Sorry, what did you say? I ....
    a) was listening b) listened c) hadn't listened d) wasn't listening
15. The kids .... in the garden when it suddenly started to rain.
    a) played b) playing c) were playing d) was playing

16 My baby brother .... loudly so I couldn't do my homework.
a) was cried b) was crying c) cried d) has cried

17 The teacher was angry because some students .... football in the class when he came in.
a) were playing b) played c) have played d) are playing

18 Most of the time we .... in the park.
a) were sat b) sitting c) was sitting d) were sitting

19 When he was riding the horse, he .... down.
a) felled b) fell c) was falling d) fallen

Advanced

20 My father .... the newspaper while my mother .... the floor.
a) was reading / was vacuuming b) was read / was vacuuming
c) read / vacuumed d) has read / has vacuumed

21 While .... in the street, I met my friends.
a) was walking b) walked c) walking d) being walked

22 She .... late for meetings. No wonder she was never promoted.
a) always coming b) was always coming
c) never came d) had come

23 I .... to work, even when it rained.
a) walking b) always walked
c) was always walking d) am walking

24 During .... to the temple, I saw a lot of tourists.
a) my visit b) visiting c) was visiting d) I was visiting

25 While I .... in London, I visited many historic places.
a) was being b) being c) was d) am being

26 She .... while she was working in the garden last weekend.
a) was hurting b) was hurt c) had hurt d) hurt

27 While my car .... at the garage, I went to the nearby public library.
a) was servicing b) being serviced
c) servicing d) was being serviced

28 While .... at a high temperature, the food got burnt.
a) was cooking b) being cooked
c) cooking d) was being cooked

29 Which one of the following sentences isn't in the past continuous tense.
a) My father was always critising me when I was young.
b) While driving fast, Ali had an accident.
c) The film was interesting, so we waited till the end.
d) During their stay in England, they learnt much English.

The Present Perfect Tense زمن المضارع التام

Form: التكوين	have/has + P.P. • They are happy. They've won the cup.
Negative: النفى	haven't/hasn't + P.P. • They haven't left the stadium yet.
Interrogative: الاستفهام	Have/Has + الفاعل + P.P.? • Has Karam lost his money? Wh-word + have/has + الفاعل + P.P.? • What have you done since the morning?

Usage الاستخدام

1. **We often use the present perfect to talk about an action that started in the past and continues until the present, often with *for* (a time period) or *since* (a date or a starting point in the past).**
يعبر عن حدث بدأ فى الماضى وما زال مستمرًا حتى الآن غالبًا مع for وبعدها المدة المحسوبة أو since وبعدها نقطة بداية الحدث فى الماضى.

- Mona has studied English for ten years. (She is still studying.)
- We have been at this school since 2012. (We are still at the school.)

2. **For an action which has recently finished and whose result is visible in the present.**
يستخدم لحدث انتهى قريبًا ونتيجته واضحة فى الحاضر.

- Hala cannot play tennis because she has hurt her hand.

3. **We also use the present perfect to talk about past experiences or events (without saying when), often with ever or never.**
نستخدم أيضًا المضارع التام للتحدث عن تجارب أو أحداث سابقة (دون ذكر متى)، غالبًا مع ever أو never.

- I have never eaten Chinese food.
- Have you ever ridden a camel?

4. **We also use the present perfect to talk about very recent events (often with just).**
كما نستخدم المضارع التام للتحدث عن الأحداث الحديثة التى لا تعتبرها ماضيًا (غالبًا مع just):

- Leila isn't here. She's just gone out.

5 **We also use the present perfect to talk about events that have not happened up to now (often with yet).**
كما نستخدم المضارع التام للتحدث عن الأحداث التى لم تحدث حتى الآن (غالبًا مع yet).

- I haven't received a reply to my email yet.

6 **For an action which happened at an unknown time in the past.**
يستخدم لحدث انتهى فى وقت غير معروف فى الماضى (التركيز يكون على الحدث ووقت الحدث ليس مهمًا).

- Omar has been to Paris four times. (لم نذكر متى حدث الفعل، فالمهم هنا الحدث)

The present perfect is used with the following time expressions:

For, since, already, yet, just, ever, never, so far, up till now, lately, recently, how long ... over the years, etc.

Key Words		Examples
already	بالفعل	• I have already bought a lot of bread.
just	حالًا	• He has just come back from his holiday.
ever	من قبل	• Have you ever played hockey? • This is the most impressive film I've ever watched.
never	مطلقًا/أبدًا	• They have never eaten Chinese food.
yet	حتى الآن (النفى/السؤال)	• She hasn't finished cleaning the flat yet. • Has your course started yet?
so far/up till now	حتى الآن	• Salah has scored 2 goals in this match up till now.
lately, recently	حديثًا	• Have you bought any shirts lately/recently?
over	على مر (السنين)	• Egypt has changed over the last 8 years.
How long ....?	كم مدة/منذ متى...؟	• How long has he had that camera?
for (duration)	لمدة	• I haven't seen Mariam for 3 months.
since (starting point)	منذ (نقطة بداية)	• She hasn't visited us since last May.

For & Since

For	Since
a day/a month/a year	+ past simple (he left school).
weeks/months/years	(Friday/Monday)
several days/weeks/years	(last June/April)
2 hours	(2000, 2015)
ages	appointed time (2 o'clock)
a long time	+ noun phrase (his childhood)
the last (period of time) week/year	last (week/year)
	then منذ ذلك الحين (بدل ماضٍ بسيط)

have been to/have gone to/have been in

have been to — ذهب إلى مكان وعاد منه.

- He has been to Cairo.
- Ahmed, where have you been?

have gone to — ذهب إلى مكان ولم يعد أو فى الطريق إلى هناك.

- They have gone to school.
- Where has Omar gone? I can't find him.

Have been in — يمكث فى مكان/يعيش

- I've been in Cairo since 2000.

Extra Points

1. Subject + last + past simple + when + past simple

- I last caught fish when I was in Hurghada. (since)

- لتحويل الجمل التى بها last إلى since ننفى المضارع التام.

- I haven't caught fish since I was in Hurghada.

2. The last time + subj. + past simple + was + مدة + ago. (was in + سنة)

- The last time Ali played football was 10 years ago. (was in 2010) (since/for)
- Ali hasn't played football since 2011 . (for 10 years)

3. It's (It's been) + مدة + since + subj. + last + past simple

- It's been 7 years since I last saw Rania. (since/for)
- I haven't seen Rania since 2014. (for 7 years)

4. "never" with comparative adjectives and "ever" with superlative ones.

- نستخدم never مع صفات المقارنة و ever مع التفضيل.

- I've never bought a faster car than Peugeot.
- Peugeot is the fastest car I've ever bought.

5. With expressions such as: This is the first time/It's the second time.

- This is the first time Alaa has visited a European country.

6. With words and expressions such as: today/this morning/evening/week/month, etc.

- يستخدم مع الكلمات والتعبيرات السابقة إذا كانت هذه الفترات الزمنية مستمرة إلى لحظة الكلام.

- He has written three reports this morning. (هذا الصباح لم ينته فلربما يكتب تقارير أخرى)

7. We often use the present perfect with already, and still to express surprise.

- غالبًا ما نستخدم المضارع التام مع كلمات already و still للتعبير عن الدهشة.

- Our bus still hasn't arrived. It's too late.
- Have you finished writing the essay already? You are amazing.

8. We use the present perfect with (after, when, as soon as, etc.) to refer to the future.

- نستخدم المضارع التام مع الروابط الزمنية للإشارة للمستقبل.

- I'll leave the place when/after I've taken the money.

9. The present perfect and the present perfect continuous.

- قد يستخدم المضارع التام والتام المستمر لبيان حدث بدأ فى الماضى وما زال مستمرًا، ولكن الأفعال الآتية لا تستخدم فى الاستمرار، فنستخدم معها المضارع التام فقط.

like, dislike, hate, enjoy, love, prefer, believe, think, notice, remember, understand, realise, seem, know, see, hear, feel, taste, look, smell, sound, be, contain, fit, include, belong, own, want, mean, appear, have, cost, owe, need, surprise

- He has owned this car for 5 years. He doesn't intend to sell it.
- I have had this camera since I got married. It's still in a good condition.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. We .... the dishes. They're clean now.
   a) are washing b) were washing c) had washed d) have washed
2. So far, Osama .... almost half of the book.
   a) had read b) read c) has read d) is reading
3. On her trip across Europe, Mum .... three countries up to now.
   a) visited b) has visited c) is visiting d) had visited
4. I'm hungry. I .... anything for hours.
   a) haven't eaten b) didn't eat
   c) have ever eaten d) haven't ever eaten
5. I .... my key and can't find it anywhere.
   a) lost b) had lost c) an losing d) have lost
6. It .... yet this week, but last week it really rained a lot.
   a) didn't rain b) has rained c) hasn't rained d) isn't raining
7. **A:** They .... the factory. **B:** Really? When did that happen?
   a) haven't closed b) have closed c) had closed d) were closing
8. Shall we play tennis? We .... since we were children.
   a) haven't played b) didn't play c) aren't playing d) had played
9. We .... back from our holidays.
   a) haven't just come b) have yet come c) come d) have just come
10. We .... a party for ages.
    a) aren't having b) didn't have c) haven't had d) and't had

Upper-intermediate

11. We moved here in 2000. We .... here for a long time now.
    a) are b) have been c) were d) have gone
12. The weather .... awful in the past few days.
    a) has been b) was c) was being d) had been
13. I'm tired. We ....10 miles.
    a) were walking b) have been walking c) walked d) have walked
14. The airplane .... The pilot is just getting out.
    a) hasn't landed b) is landing c) has landed d) landed
15. **A:** How long has Hany .... that camera? **B:** For about a month.
    a) have b) had c) having d) been having
16. We lived in Cairo for ten years but we .... in Alexandria for the last two.
    a) 've been b) were c) were being d) are

17 We didn't have many visitors last year; we .... a lot more this year.
a) have been having
b) had
c) are having
d) 've had

18 We .... poor. We have never had any money.
a) always been
b) always are
c) have always been
d) were always

19 I .... the wallet I lost yesterday.
a) 'm finding
b) have found
c) have been found
d) won't find

20 The President .... out of the building and will make a speech in a moment.
a) has just come
b) came
c) has never come
d) hasn't come

Advanced

21 I would like to meet a ghost but I .... one before.
a) have just seen
b) have ever seen
c) won't see
d) have never seen

22 Hala .... in Matrouh her whole life, ever since her dad died a few years ago.
a) lived
b) had lived
c) 's lived
d) was living

23 Granddad has been in hospital since Monday. He .... in hospital before.
a) has ever been
b) 's never been
c) had been
d) could be

24 My cousins have .... Assuit since their childhood.
a) been in
b) been to
c) gone to
d) gone in

25 **A:** How long .... that camera? **B:** About a month.
a) did you have
b) you have had
c) had you have
d) have you had

26 Prices didn't go up last year, but they .... by 8% already this year.
a) increased
b) had increased
c) have increased
d) increase

27 Which sentence is in the correct form in the present perfect tense?
a) I have done it yesterday.
b) I have done it yet.
c) I haven't done it lately.
d) I haven't ever done it recently.

28 Which sentence is in the correct form in the present perfect tense?
a) I have met her several times.
b) I haven't just seen her.
c) I have met her several times yesterday.
d) I haven't met her several times last week.

29 Which sentence is in the correct form in the present perfect tense?
a) He has been to hospital since last Tuesday.
b) He has gone to hospital since last Tuesday.
c) He has gone in hospital since last Tuesday.
d) He has been in hospital since last Tuesday.

30 Which sentence is in the correct form in the present perfect tense?
a) Did you have seen him before?
b) I've been to America twice before.
c) I didn't have seen him before.
d) I'm here since last week.

Present perfect and past simple

- يستخدم كلا الزمنين للحديث عن الأحداث والمواقف التى انتهت.

والفرق

- المضارع التام حدث انتهى وله علاقة بالمضارع.
- الماضى البسيط انتهى وليس له علاقة بالمضارع.

- I've made a cake. Would you like a slice?
- I didn't have much to do this morning, so I made a cake.

Present perfect	Past simple
يستخدم المضارع التام لحدث تم، ولكن له علاقة بالمضارع. ▸ He has gone to Aswan. (He's still there). ▸ Hany has written five reports this morning. مازال الوقت فى الصباح وله علاقة بلحظة الكلام. ▸ I've spoken to the Prime Minister. (a short time ago) ▸ He has lived in Cairo for two years. (He still lives in Cairo now.)	يستخدم الماضى البسيط لحدث تم وليس له علاقة بالمضارع. ▸ He went to Aswan last year. نحدد متى حدث الفعل مع الماضى البسيط. ▸ Hany wrote five reports yesterday morning. ▸ I once spoke to professor Zewail. ليس للحدث علاقة بالمضارع؛ لأن الدكتور زويل مات. ▸ He lived in Cairo for two years. (He doesn't live in Cairo now.)

A: Have you ever read any of Charles Dickens's stories?
B: Yes, we studied *Oliver Twist* last year.

- المضارع التام للخبر والماضى البسيط للتفاصيل.

- I've found your glasses. They were in the car.
- The President has arrived in London. He was met by the Prime Minister ...

- يستخدم المضارع التام للتعبير عن المستقبل بعد الروابط الزمنية مثل المضارع البسيط.

- When/ After/ As soon as I have finished my work, I will help you.

General Exercises

Choose the correct answer from a, b, c or d:

1. My sister's car is only a year old but she .... it.
   a) crashed   b) had crashed
   c) has already crashed   d) crashes
2. Ola .... very ill three years ago.
   a) is   b) has been
   c) had been   d) was
3. I .... the car. Now it looks great!
   a) had washed   b) have washed
   c) wash   d) was washing
4. I .... all over the house, but I couldn't find my keys anywhere.
   a) looked   b) have looked
   c) was looking   d) am looking
5. I .... all over the house, but I can't find my keys anywhere.
   a) looked   b) had looked
   c) am looking   d) 've looked
6. The last time I .... to Aswan was in January.
   a) have gone   b) go
   c) went   d) would go
7. My phone .... 20 times already this morning and it's only 10.30!
   a) rang   b) has rung
   c) had rung   d) rings
8. Do you know who .... the telephone? – It was Alexander Graham Bell.
   a) invented   b) has invented
   c) had invented   d) invents
9. Mozart .... over 600 pieces of music during his lifetime.
   a) writes   b) has written
   c) wrote   d) would write
10. I'm so tired. I .... all the way to the underground station.
   a) had walked   b) was walking
   c) walked   d) have walked

11 Prices .... Everything is more expensive this year.

a) went up
b) have gone up
c) had gone up
d) goes up

12 Your parcel .... The postman brought it two hours ago.

a) has arrived
b) was arrived
c) arrives
d) had been arrived

13 I love this film. I think it's the fourth time I .... it.

a) had seen
b) saw
c) 've seen
d) was seeing

14 It has been very dry so far this week, but it .... a lot last week.

a) rains
b) was raining
c) has rained
d) rained

15 How many books .... in the last few years?

a) did he write
b) has he written
c) he has written
d) does he write

16 He .... as a war correspondent during the last war.

a) worked
b) has worked
c) works
d) is working

17 Who .... at the cinema last night?

a) have you met
b) will you meet
c) did you meet
d) do you meet

18 Fortunately, I .... any bones.

a) broke
b) have broken
c) break
d) have never broken

19 Back in March, I .... enough money to buy a new car. Now, I can afford one.

a) haven't had
b) didn't have
c) wouldn't have
d) don't have

20 I caught a cold in school a few days ago and .... ill ever since.

a) have been
b) am
c) was
d) would be

Past perfect

Form: التكوين	had + P.P. • By yesterday, I had read 5 stories.
Negative: النفى	hadn't + P.P. • I hadn't seen him before he talked to me.
Interrogative: الاستفهام	Had + الفاعل + P.P. • What had she done before going out? • Had Osama bought the tickets by yesterday?
Passive: المجهول	had been + P.P. • By yesterday, all the tickets had been sold.



Usage
الاستخدام

1. **For an action which happened before another past action or before a stated time in the past.**
يعبــر عن حدث تم قبل حــدث ماضٍ آخر أو قبل وقتٍ محدد فى الماضى: الحدث الأول تام والثانى بسيط.

- I showed my mother what I had bought from the market.
- He admitted that he had lied to his father more than once.

2. **For an action which finished in the past and whose result was visible in the past.**
يستخدم لحدث انتهى فى الماضى، ونتيجته كانت واضحة فى الماضى.

- There was glass on the floor as Osama had broken the window.

3. **for duration before something in the past.**
يســتخدم لحدث كان مســتمرًا لفترة فى الماضى قبل حدث آخر مع الأفعال التى لا تستخدم فى الاستمرار.

- I had had the bike for ten years before I bought a car.
- By the time I got used to life in Cairo, I had been there for five years.

The past perfect is used with the following time expressions:

Before, after, till/ until, when, by, by the time, as soon as

1 **After / As soon as** + **Past perfect** (ماض تام) , **Past simple** (ماضٍ بسيط)

2 **Before / By the time** + **Past simple** (ماضٍ بسيط) , **Past perfect** (ماض تام)

- After I had looked both ways, I crossed the street.
- Before I crossed the street. , I had looked both ways.

3 **didn't + inf./wasn't/couldn't + inf.** (ماض بسيط منفى) **till/until** **had + p.p.** (ماضٍ تام)

- My son didn't buy the phone until he had taken the money.

ملحوظة: - لا يجب حفظ قاعدة واحدة لـ until، فالمشكلة ليست فى الشكل، بل المعنى فتأمل الأمثلة القادمة:

- She refused to marry him until he had bought a new flat.
- He waited in the station until the train arrived.
- I wasn't happy until I had passed my exams.
- He wasn't allowed to enter the country until I had shown my passport.
- He couldn't pass the driving test until he had practised enough.

4 **After / Before** + **n./v-ing** , ماض بسيط / ماض تام

- إذا لم يوجد فاعل بعد After أو Before نستخدم n/v-ing.

- After finishing his work, he helped me. = After he had finished, ...
- Before helping me, he had finished his work. = Before he helped, ...

- لاحظ الفرق بين جمل when الآتية.

5

When + Past simple, Past perfect

- When I reached the station, the train had left. غادر القطار قبل وصولى (لم ألحق به)

When + Past simple, Past simple

- When he reached the station, the train left. غادر القطار عند وصوله (ربما لحقه أو رآه)

When + Past perfect, Past simple

- When I had reached the station, the train left. وصلت المحطة قبل مغادرة القطار (لحقته)

6

After / Before / As soon as / When + Past simple (ماضٍ بسيط) , Past simple (ماضٍ بسيط) — إذا لم يكن هناك فارق زمنى بين الأحداث

- When he entered the flat, he took off his shoes.
- After he paid the driver, he got out of the taxi.
- Before he left, he asked me to close the door behind him.
- As soon as he read the story, he gave it to me.

Past perfect (Extra points)

1

No Sooner / Hardly / Scarcely + had + subject + P.P. (لم يكد ...... حتى ...... — الماضى التام أو البسيط فى صيغة سؤال) + than / when / when + Past simple

- No sooner had Marwa lost the money than she reported the police.
- No sooner did Marwa find the money than she reported the police.

إذا جاءت هذه الكلمات فى أول الكلام تكون القاعدة السابقة، وإذا لم تأت فى أول الكلام يكون الآتى:

الفاعل + had + no sooner / hardly / scarcely + P.P. + than / when / when + Past simple

- Marwa had hardly found the money when she reported the police.

2 On + v-ing = When + clause

- On looking at the question, I knew the answer. = When I looked ..., I knew .....

3 By + فترة فى الماضى + Past perfect ماضٍ تام

- By yesterday بحلول أمس, he had applied for the job.

4 Having + p.p. = After + Past perfect

- Having booked the tickets, I took the train to Assuit. = After I had booked ....

5 *It was only when* / *It wasn't until* (إنه فقط عندما / لم يكن حتى) + Past perfect (ماض تام) + that + Past simple (ماضٍ بسيط)

- It was only when he had finished his work that he helped me.
- It wasn't until he had finished his work that he helped me.

ملاحظات هامة جدًا:

١- إذا وجد أكثر من حدثين فى الجملة فيجب تحديد الحدث الأول ليوضع فى الماضى التام والأحداث الباقية، إما فى الماضى البسيط وإما فى الماضى المستمر حسب المعنى.

- As soon as I saw Ahmed, I realised that I had met him before.

لم نضع الماضى التام بعد as soon as مباشرة، لأنه ليس الحدث الأول، وأن الحدث الأول هو (المقابلة).

- After he got to the station, he realised that he had left the train ticket at home.

لم نضع الماضى التام بعد After مباشرة؛ لأنه ليس الحدث الأول وأن الحدث الأول، هو (ترك التذكرة فى المنزل).

- I was shopping with my friend when I realised that I had lost my wallet.

الحدث الأول فقدان المحفظة.

٢- يستخدم الماضى التام مع أفعال مثل think/say/know/realise عند استخدامها فى الماضى للحديث عن اعتقادات ومحادثات ومعرفة وإدراك لشىء سابق .

- I thought I had finished my homework, but I realised I had forgotten the last page.
- I knew where I had put the keys.

٣- يجب ملاحظة المجهول جيدًا إذا بدأت الجملة بالمفعول، وهنا نستخدم had been + pp للماضى التام و was/were + pp للماضى البسيط.

- After the food had been cooked, it was eaten.
- Before the e-mail was sent, it had been written.

٤- يمكن استخدام الاسم بعد after/before/until وليس جملة كاملة.

- My friends visited me after lunch yesterday.
- Before the war, the two countries had threatened each other.

٥- يمكن أن يستخدم الماضى التام للإشارة إلى حدث تم فى وقت محدد على عكس المضارع التام، وفى هذه الحالة يمكن استخدام الماضى البسيط بدلًا منه.

- He had been to Aswan once in 2000 before he moved there in 2015.
- He went to Aswan once in 2000 before he moved there in 2015.

ولكن إذا أشار الماضى التام إلى خبرة، وليس حدث محدد لا يمكن استخدام الماضى البسيط.

- He had never seen snow until he moved to Europe. ~~NOT He never saw snow...~~

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. We bought our car after we .... enough money.
   a) saving b) had saved c) saved d) were saving
2. As soon as she .... cleaning the flat, she started cooking the lunch.
   a) 'd finished b) finish c) has finished d) was finishing
3. We were punished because we .... school late and without our face masks.
   a) had been reached b) reach
   c) had reached d) have reached
4. When I .... to the stadium, the match started. I didn't miss the beginning.
   a) have got b) had got c) get d) was getting
5. I thought Hany .... abroad, but he said it was his brother's.
   a) had been traveled b) had travelled
   c) was travelling d) has travelled
6. After he had written the e-mail, he .... it.
   a) has sent b) sent c) was sending d) was sent
7. He had booked the tickets .... he took the train.
   a) before b) ago c) since d) after
8. I didn't phone Amgad .... I had lost his number.
   a) before b) until c) because d) by the time
9. The pharaohs .... the Pyramids and other monuments.
   a) have built b) build c) built d) had built
10. By the time I was ten years old, I .... to swim.
    a) have learnt b) was learning c) had learnt d) will learn

Upper-intermediate

11. The people in the city felt safer after the dangerous criminal .... by the police.
    a) had caught b) had been caught c) was catching d) caught
12. He said that they .... each other for many years.
    a) have known b) knew c) had known d) know
13. When they .... school, the first lesson had already started.
    a) reach b) reached c) had reached d) will reach
14. The man .... to enter until he had shown his identity card.
    a) didn't allow b) doesn't allow c) hasn't allowed d) wasn't allowed
15. After the house ...., we furnished it.
    a) had been painted b) has painted
    c) had painted d) is painted

16. I applied for a job in a nearby bank .... I graduated.
   a) already b) while c) just d) as soon as
17. After .... in the company for ten years, he left it.
   a) works b) worked c) had worked d) working
18. What did you do after .... that great a mount of money?
   a) had received b) received c) receive d) receiving
19. I knew that she .... London before, so I asked her to recommend a good hotel.
   a) visited b) had visited c) has been visiting d) has visited
20. Ahmed .... in the steel factory before he quit and went with their rivals.
   a) was working b) had worked c) has worked d) is working

Advanced

21. After I .... about the meeting, I decided to attend it.
   a) telling b) had told c) told d) had been told
22. After I .... out of the exam, I realised that I had answered one question wrong.
   a) had got b) got c) getting d) had been got
23. No sooner .... a new flat than he moved in.
   a) he had found b) he found c) had he found d) was he finding
24. On .... the sign"No parking", he looked for another place to park.
   a) seeing b) had seen c) saw d) he had seen
25. Having .... the land for cultivation, he sowed the seeds.
   a) been prepared b) had prepared c) prepare d) prepared
26. It wasn't until last March that I .... about the death of my uncle in Australia.
   a) had informed b) was informed c) informed d) was informing
27. At first I was very sad, but after a while I .... to be happy.
   a) had begun b) have begun c) begin d) began
28. The student decided not to make that mistake again after .... by the teacher.
   a) being punished b) punishing c) had punished d) punished
29. As soon as the girl ...., we told the police.
   a) had been disappeared b) disappeared
   c) was disappeared d) has disappeared
30. The pharaohs believed in life after ....
   a) they had died b) had died c) death d) they die

Present perfect continuous المضارع التام المستمر

Form: التكوين	have / has + been + v-ing • We have been playing for 2 hours now.
Negative: النفى	haven't / hasn't + been + v-ing • Our team hasn't been doing very well lately.
Interrogative: الاستفهام	Have / has + فاعل + been + v-ing • How long have you been waiting?
Passive: المجهول	have / has been + p.p. • My homework has been done.

Usage الاستخدام

1. **For an action which started in the past and continues up to the present especially with time expressions such as for, since, all morning/day/week, etc.**
يستخدم لحدث بدأ فى الماضى وما زال مستمرًا وخاصة مع الكلمات المذكورة.

- It has been raining for three hours now.

2. **For an action which started and finished in the past and lasted for some time. The result is visible in the present.**
حدث بدأ وانتهى فى الماضى (ولكنه كان مستمرًا فى الماضى) ونتيجته واضحة فى الحاضر.

- He is dirty. He has been playing football. هو لم يعد يلعب ولكن ملابسه متسخة نتيجة لم كان يحدث.

3. **To explain a present situation.** تفسير موقف فى الحاضر.
   - I've been running - that's why I'm so tired.

   The present perfect continuous is used with the following time expressions: for, since, all morning/day/week, How long, lately, recently.
   - How long have you been working in this company?

   هناك كلمات تساعد فى اختيار المضارع التام المستمر.

- He has been painting the wall for 3 hours
  - and hasn't finished yet.
  - now.
  - and he will finish in 2 hours.
  - and he is still painting it.

4. يستخدم هذا الزمن غالبًا مع الأفعال التى تستغرق وقتًا طويلًا إلى حد ما، مثل:

Stay, run, study, play, rain, sleep, write, teach, learn, cook, read, paint, etc.

ملاحظة الآتى:

١- مع بعض الأفعال لا فرق فى المعنى إذا استخدمنا المضارع التام أو التام المستمر مثل: Feel, live, work, teach.

- We have lived/have been living here for twenty years.

٢- إذا ذكر عدد مرات حدوث الفعل يستخدم المضارع التام.

- He has typed three reports so far.
- He has been typing reports all morning.

The present perfect and the present perfect continuous.

قد يستخدم المضارع التام والتام المستمر لبيان حدث بدأ فى الماضى وما زال مستمرًا، ولكن الأفعال الآتية لا تستخدم فى الاستمرار، فنستخدم معها المضارع التام فقط.

5. join, like, dislike, hate, enjoy, love, prefer, believe, think, notice, remember, understand, realize, seem, know, see, hear, feel, taste, look, smell, sound, be, contain, fit, include, belong, own, want, mean, appear, have, cost, owe, need, surprise

- He has owned this car for 5 years. He doesn't intend to sell it.
- I have had this camera since I got married. It's still in a good condition.

Present perfect continuous or present perfect simple?

Present perfect continuous	Present perfect simple
For an action happening over a period of time.	**For a complete action**
1 Emad has been repairing the car. 2 We have been touring Egypt. 3 Ali is out of breath. He's been running. 4 I've been writing an essay. I'm tired now.	- Emad has repaired the car. - We've finished our tour of Egypt. - Ali is here at last. He has run all the way. - I've written an essay. I can hand it now.
We use it when we say How long.	**We use it when we say How much/ many.**
5 Rasha has been playing music all day. 6 I've been ironing shirts since ten o'clock. 7 How long have you been learning to drive?	- Rasha has played at least twenty CDs. - I've ironed eight shirts. - How many driving lessons have you had?

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. What .... since we last met?
   a) will you do
   b) did you do
   c) have you been doing
   d) are you doing
2. Rania .... as a doctor for the last ten years.
   a) has been working
   b) worked
   c) had worked
   d) is working
3. My sister .... with me for three weeks now.
   a) stayed
   b) has been staying
   c) is staying
   d) stays
4. You .... on that computer since seven o'clock.
   a) play
   b) are playing
   c) played
   d) have been playing
5. They .... TV all day.
   a) have been watching
   b) are watching
   c) watch
   d) have watched
6. He .... there ever since he passed his exams.
   a) worked
   b) has been working
   c) works
   d) is working
7. My neighbour .... music for 2 hours. I can't do my homework.
   a) has played
   b) is playing
   c) has been playing
   d) plays
8. We .... in Cairo since 2000. We don't intend to leave.
   a) are living
   b) live
   c) lived
   d) have been living
9. The video .... for two hours. Will you turn it off?
   a) has played
   b) has been playing
   c) is playing
   d) plays
10. It .... for three hours now. I hope it stops raining.
    a) has been raining
    b) has rained
    c) is raining
    d) rains

Advanced

11 I .... the cooking, and dinner is ready to eat.

a) have finished
b) have been finishing
c) finished
d) have been finished

12 What dress .... to wear to the wedding tomorrow?

a) been choosing
b) have you chosen
c) you chosen
d) have you been choosing

13 My brother .... his university exams. That's why he looks so happy.

a) had passed
b) passed
c) has just passed
d) has been passing

14 I .... a busy day since I arrived at the shop at 7 o'clock in the morning.

a) have been having
b) had
c) had had
d) have had

15 I .... time for lunch since I began working.

a) haven't been having
b) haven't had
c) hadn't
d) haven't

16 I .... three cups of tea this morning.

a) have drunk
b) have been drinking
c) drinking
d) drink

17 Samir .... hockey since he was eight years old and now he is in the under-15 national team.

a) played
b) has played
c) was playing
d) has been playing

18 I .... all my homework and now I am ready to go out!

a) have been finished
b) finished
c) have been finishing
d) have finished

19 I .... the secret for a long time.

a) have known
b) have been knowing
c) know
d) am knowing

20 I .... this washing machine for 5 years now.

a) have been owning
b) own
c) have owned
d) am owning

Past perfect continuous — الماضى التام المستمر

Form: التكوين	had been + v-ing • When I met Ali, he had been walking for 2 hours.
Negative: النفى	hadn't been + v-ing • I wasn't tired as I hadn't been driving for long.
Interrogative: الاستفهام	Had + الفاعل + been + v-ing? • What had they been doing before I met them?



Usage الاستخدام

1. يعبر عن حدث كان مستمرًا فى الماضى (بدأ وانتهى فى الماضى) قبل وقوع حدث آخر.

- They had been looking for a house for six months before they found one they liked.

2. يعبر عن حدث استمر لفترة فى الماضى، ونتيجته كانت واضحة فى الماضى.

- She had been working hard that day, so she was tired.
- At last the bus came. I had been waiting for 30 minutes.

3. يأتى الماضى التام المستمر عادة مع أفعال يمكن أن تستغرق فترة طويلة، مثل:
wait/ do/ study/ live/ work/ stay/ play/ watch/ sleep/ paint/ read/ write/ talk/ run/ walk/ travel

- I was very tired when I arrived home. I had been working hard all day.
- He had been smoking for 30 years when he finally gave it up.
- They had been waiting for an hour before the train arrived.
- What had he been doing when the accident happened?

4. يستخدم الماضى التام المستمر مع الكلمات الآتية:
For/ since/ how long/ before/ until

- Ali had been trying to call me for 10 minutes before I finally answered the phone.

5. إذا ذكرنا مرات حدوث الفعل نستخدم الماضى التام وليس الماضى التام المستمر:

- When I met Ahmed, he had finished typing 3 reports.

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. I .... in the boat for two hours when I caught a huge fish.
   a) was sitting — b) sat
   c) have been sitting — d) had been sitting
2. We .... for 5 hours when our car ran out of petrol.
   a) had driven — b) had been driving
   c) drove — d) have been driving
3. How long .... for the train before it arrived?
   a) have you been waiting — b) did you wait
   c) had you been waiting — d) were you waiting
4. It .... for hours when the sun finally came out.
   a) had been raining — b) rained
   c) had rained — d) have been raining
5. I was late because I .... for my glasses.
   a) had looked for — b) have been looking
   c) have looked — d) had been looking
6. I can't believe you didn't realise that it .... all night! Everything was soaked.
   a) had rained — b) had been raining
   c) had been rained — d) have been raining
7. When it began to rain, the players .... for ten minutes.
   a) are playing — b) played
   c) had been playing — d) have been playing
8. My father .... as a police officer for 30 years before he finally retired.
   a) had been working — b) have been working
   c) worked — d) was working
9. They .... for hours before they stopped for a rest.
   a) walked — b) have been walking
   c) was walking — d) had been walking
10. I was tired yesterday morning because I .... until late the night before.
    a) had read — b) had been reading
    c) have been reading — d) was reading

Advanced

11 I heard that Ola .... her leg.
a) had broken
b) had been breaking
c) was breaking
d) has broken

12 Amira looks very tired. She .... the flat for a long time.
a) cleaned
b) was cleaning
c) has been cleaning
d) had been cleaning

13 Why did no one tell me that my computer ....?
a) had crashed
b) has crashed
c) was crashing
d) had been crashing

14 Did you know that Hany .... his plans?
a) changes
b) has changed
c) had been changing
d) had changed

15 Did you know that Susan .... behind because of her bad behaviour?
a) has left
b) had left
c) had been left
d) had been leaving

16 Mariam looked relaxed because she .... to music the moment I saw her.
a) listened
b) was listening
c) has been listening
d) had been listening

17 I left home before I realised I .... my mobile phone.
a) have forgot
b) forgot
c) had forgotten
d) had been forgetting

18 I .... for a long time, when it suddenly began to rain.
a) hadn't been walking
b) walked
c) hadn't walked
d) didn't walk

19 Osama .... somewhere to live when Ramy offered him a room.
a) found
b) had already found
c) has already found
d) had been finding

20 Maher was very rude to Karim considering he .... him for a few days.
a) only knows
b) knew only
c) had only been knowing
d) had only known

Future Forms

1 Future simple (will/won't + inf.)

e.g. I think it will be fine tomorrow.
Form : (will/won't + inf.)
(will + inf.) is used with the following:

1 On-the-spot decisions (Quick decisions) القرارات الفورية

- I like these shoes. I'll buy them.
- Father: I'm thirsty. Son: I'll get you some water.

2 Future facts حقائق المستقبل (شيء لا نتحكم فيه)

- Mazen will be 9 years old next month.
- Today is the 10th of Sept. Tomorrow will be the 11th.

3 Predictions based on what we think (without evidence)

التنبؤ القائم على الاعتقاد (بدون دليل)

- Egypt will win the next World Cup.
- It will rain heavily tomorrow.

4 Some verbs, expressions and adverbs:

- Verbs : think/ believe/ expect/ promise/ hope/ predict
- Expressions : be sure/ be afraid
- Adverbs : perhaps/ certainly/ probably/ possibly

- I promise I will get higher marks on the next exam.
- I hope my brother will pass his driving test.
- My parents think that I'll become an artist one day.
- I'm sure Osama will win the race.
- Perhaps, my boss will punish me for being late.
- The police will probably find the criminal.

5 Offer العرض

- I see that you have difficulty with these questions. Wait a minute and I'll help you.
- Since you're tired, I'll cook dinner tonight.

6 Request الطلب

- Will you help me with my homework, Hazem?
- Will you get me two kilos of sugar when you go to the market?

7 Threats التهديد

- If you make these mistakes again, I'll punish you.
- Behave well or I'll tell your father.

8 Warning التحذير

- Factories must stop polluting the air or we won't be able to breathe.
- If we don't arrive early, we won't find a place to park.

ملاحظات هامة:

hoped, thought + would	I thought (didn't expect) that she would visit us.
promise + to + inf.	I have promised them to come early tonight.
just decided قرار سريع	He has just decided that he won't join this club.
فعل امر + or + will (won't)	Get up early or you won't catch the train.

2 be going to (am/ is/ are going to + inf.)

e.g. There are black clouds in the sky. It's going to rain.
Form: (am/ is/ are (not) going to + inf.)
(be going to) is used with the following:

1 For plans and decisions we have already made
للخطط والنوايا والقرارات التى اتخذناها بالفعل.

- He's going to employ more staff. (plan خطة/ intention نية)
- I'm going to move to a bigger house next year. (decision قرار)

2 To make predictions with present reality or evidence:
التنبؤ بدليل (شىء نراه أو نعرفه)

- Look at him! He is going to win the race. (He is ahead of the other runners).
- The wall is moving. It is going to fall.

هناك طرق أخرى للتعبير عن المستقبل:

1 Present simple المضارع البسيط

e.g. The train to Assuit leaves at 6 o'clock tomorrow morning.

Form : He/ She/ It + v. + (s, es, ies). I/ They/ We/ You + inf.

(Present simple) is used with the following:

When we refer to programmes or timetables (planes/ trains/ busses, etc.).

- يستخدم المضارع البسيط للتعبير عن المستقبل مع الجداول المحددة والبرامج والمواعيد الثابتة، مثل: مواعيد الطائرات والأتوبيسات والقطارات والسينما والمسرح والتليفزيون والامتحانات ... إلخ.

- The film starts at 9 p.m. (cinema programme)
- The plane arrives at Cairo Airport at 7:30. (timetable)

2 Present continuous (am/ is/ are + v-ing) المضارع المستمر

e.g. I am meeting Mr Ibrahim at his office at 10 a.m. tomorrow.

Form : (am/ is/ are + v-ing)

(Present continuous) is used with the following:

For fixed arrangements in the near future.

- يستخدم المضارع المستمر للتعبير عن المستقبل مع الأشياء التى تم الترتيب لها فى المستقبل القريب.

- I'm flying to London tomorrow morning. (I've got the ticket.)
- We're giving a party tomorrow. (Everything has been arranged.)

3 The time conjunctions used with future simple and perfect الروابط الزمنية

The future simple is used with the following time conjunctions:

Future simple (will/ be going to + inf.)	after, before, till/until, when, as soon as	Present simple Present perfect

- After Ahmed finishes/ has finished his exams, I'll take him for a picnic.
- The manager is going to see you as soon as he comes out of the meeting.
- He won't say anything until the boss tells him.

لاحظ: أن الفعل الأمر يحل محل المستقبل.

- Call me as soon as you get back.
- I won't touch (Don't touch) anything before the police arrive.

4) be to/be about to/be due to/be sure

Rule	Example
a) be to يجب أن	- The president is to visit America next Friday.
b) be about to على وشك	- Look! The train is about to leave.
c) be due to (timetables)	- Their flight is due to arrive at 8:20.
d) be sure/ certain to بالتأكيد	- This plan is sure to succeed.

Important points

❶ الفعل think يأخذ will ولكن إذا كان هناك دليل نستخدم be going to.

- Bahaa is a careless driver. I think he will have an accident one day.
- Look! Bahaa is driving dangerously fast. I think he is going to have an accident.

❷ الصفات الثابتة والحقيقية ليست دليلًا على حدوث الفعل، مثل:

- Salah is a clever player. I think he will score a goal the next match . (not going to)
- Salah is alone with the goalkeeper. I think he is going to score a goal. (هذا دليل)

❸ تدل جمل التحذير (Be careful! – Look out! – Take care!) غالبًا على قرب حدوث الفعل.
فالشخص يرى شيئًا قريب الحدوث فيحذر منه، لذلك نستخدم بعد هذه الأفعال be going to.

- Look out! We are going to crash! There is a car coming.

- وأما إذا كان التحذير عامًا نستخدم will.

- Be careful or you will fall in the newly dug hole on your way to the market.

❹ بعد الأفعال think/ expect/ predict/ be sure نستخدم will.
أما بعد الأفعال thought/ expected/ predicted/ (was/ were) sure نستخدم would.

- I thought they would phone me that evening.

5) Shall

Usage	Example
a) To make an offer للعرض	- Shall I carry the bag for you?
b) To make a suggestion للاقتراح	- Shall we go out for dinner tonight?
c) To ask for suggestions or instructions تعليمات	- What shall we do tonight?

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. The milk is boiling. I .... the gas off.
   a) turn b) am going to turn c) am turning d) will turn
2. He is flying to London at the weekend. His flight .... at 5.30.
   a) leaving b) left c) leaves d) leave
3. The wind is getting stronger. I think there .... a sandstorm
   a) is being b) will be c) is going to be d) going
4. We .... to Alex. in July. All things are okay.
   a) will be moved b) are moving c) move d) will move
5. The twins .... seventeen next week.
   a) turning b) will turn c) turns d) is going to turn
6. My English lesson .... at ten tomorrow morning.
   a) starts b) is starting c) will start d) will be starting
7. Look! That boy .... It seems he can't swim.
   a) is going to drown b) will drown c) is drowning d) drowns
8. Somebody is knocking on the door. I .... and open it.
   a) am going b) have gone c) will go d) go
9. Dalia is putting the dirty clothes in the washing machine. She .... them.
   a) would wash b) washes c) has washed d) is going to wash
10. I .... tomorrow. I've got my plane ticket.
    a) will leave b) am leaving c) going to leave d) shall leave

Upper-intermediate

11. As soon as he signs the contract , he .... the job.
    a) will be starting b) will have started c) will start d) will be started
12. When he writes the the e-mail, he .... it.
    a) will have sent b) will be sending c) sends d) will send
13. Someone is at the door. I .... who it is.
    a) am going to see b) will see c) am seeing d) would see

14 I .... the summer holiday in Marsa Matrouh as planned.
a) am going to spend b) will spend
c) am spending d) would spend

15 I can't meet you tonight as I .... for the exam.
a) going to revise b) will have been revised
c) will revise d) am revising

16 They 've got the tickets; they .... to London.
a) will have flown b) are going to fly
c) are flying d) will fly

17 I don't think the exam .... difficult.
a) will be b) is going to be
c) will have been d) is being

18 My brother has decided to immigrate. He .... next month.
a) will travel b) travels
c) is going to travel d) is travelling

19 The basketball team .... two games next week.
a) play b) have played
c) are playing d) shall play

20 Our last lesson .... at two o'clock this afternoon.
a) will be finishing b) will finish
c) finishes d) is finishing

Advanced

21 I promised my father .... the full marks in the next exam.
a) will get b) would get
c) to get d) am going to get

22 My friend is very intelligent. He .... the test easily.
a) is going to pass b) will pass
c) is passing d) would pass

23 In the future we think that all shopping .... on the internet.
a) will be doing b) will be done
c) will have done d) will do

24 "Just a minute, please. I will be with you as soon as I .... this."
a) will do b) have done
c) will be doing d) will have done

25 One of the following sentences is grammatically correct:

a) It's cold in here. I will close the window.
b) It's cold in here. I will have closed the window.
c) It's cold in here. I will be closing the window.
d) It's cold in here. Shall you close the window?

26 Choose the correct answer:

a) I will be helping you with your homework if you want.
b) I will have helped you with your homework if you want.
c) Shall I help you with your homework?
d) I won't have helped you with your homework if you want?

27 One of the following sentences is grammatically correct:

a) Liverpool is winning the next match.
b) Liverpool will win the next match.
c) Liverpool will have won the next match.
d) Liverpool will be winning the next match.

28 Look out! A car .... towards you.

a) is coming
b) is going to come
c) will be coming
d) will come

29 "Have you made plans for tonight?"
– Yes. I .... my sister after work. We need to discuss some family matters.

a) am visiting
b) will have visited
c) will visit
d) will be visiting

30 One of the following sentences is grammatically correct:

a) This time tomorrow, I will watch the new film.
b) I'm watching the new film at the cinema tomorrow.
c) This time tomorrow, I watch the new film.
d) This time tomorrow, I will have been watching the new film.

Future continuous المستقبل المستمر

Form: التكوين	will be + v-ing • I'll be playing at 7 p.m. tomorrow.
Negative: النفى	won't be + v-ing • I won't be waiting for you at 10 p.m. tomorrow.
Interrogative: الاستفهام	Will + subj. + be + v-ing? • Will you be painting your room at this time next week?

Usage الاستخدام

1. **For actions that will be in progress at a stated future time.**
يستخدم للأحداث التى ستكون مستمرة عند وقت محدد فى المستقبل.

- Don't phone me at 11 p.m. as I'll be sleeping at this time.

2. **For actions which will definitely happen in the future as a result of a routine or arrangement (instead of Present Continuous).**
يستخدم للأحداث التى سوف تحدث بالتحديد فى المستقبل كنتيجة لروتين أو ترتيب (بدلًا من المضارع المستمر).

- I'll be playing golf on Friday.
(I play golf every Friday - it's part of my routine).
- I'll be meeting Fathy tomorrow.
(We work in the same office so we will definitely meet).

3. **When we ask politely about people's arrangements to see if they can do something for us.**
يستخدم عندما نسأل بأدب عن ترتيبات الأشخاص لنرى ما إذا كانوا يستطيعون فعل شىء لنا.

- Will you be going to the supermarket? Can you buy me some tea?

4. **We use may be + ing to refer to future events or trends which are possible but not certain.**
نستخدم may be + v-ing للتعبير عن الأحداث التى من الممكن أن تحدث، ولكن لسنا متأكدين منها.

- Many more people may be living in Cairo in the next 50 years.

5

The future continuous is used with the following time expressions:

نستخدم المستقبل المستمر مع التعبيرات الزمنية الآتية:

All night/day tomorrow/next week, etc./ This time tomorrow/next week
At + مدة tomorrow/next week/ From ... to ... tomorrow/In an hour's time

Advanced Points

١ هناك أفعال لا تستخدم فى الاستمرار، ومنها أفعال الحب والكراهية والرأى والملكية، فلا تستخدم مع المستقبل المستمر، بل تستخدم مع المستقبل البسيط أو المستقبل التام، ولكن إذا تغير معناها يمكن استخدامها فى الاستمرار.

- This time next year, I will have had my graduation certificate.

- لا يمكن استخدام will be having لأن الفعل «يملك» لا يستخدم مستمرًا.

- This time tomorrow, I will be having my dinner with my family.

- الفعل have هنا ليس بمعنى يملك، بل بمعنى يتناول لذلك استخدم فى الاستمرار.

٢ لو وجد رابط زمنى نستخدم بعده المضارع البسيط أو المستمر ولا نستخدم المستقبل .

- I'll be studying my lessons while my father is watching the match tomorrow.

Exercises

Choose the correct answer from a, b, c or d:

1. In an hour's time, Ola .... home on the train.
   a) will travel b) travels
   c) has travelled d) will be travelling
2. I can't come shopping on Monday morning because I ....
   a) will work b) may work
   c) will be working d) will have worked
3. I think that I .... on the project for the next 15 to 20 years
   a) will work b) may work
   c) 'll be working d) will have worked
4. Between 2020 and 2030, we .... people with diabetes.
   a) will be helping b) will help
   c) may help d) will be helped
5. Between now and next Thursday, I .... for an English exam.
   a) 'll revise b) 'll be revising
   c) may revise d) was revising
6. Hopefully, I .... medicine at university this time next year.
   a) may study b) 'll study
   c) 'll be studying d) shall study
7. This time next week, I .... on a beach.
   a) will be lying b) will lie
   c) may lie d) lie
8. At 10 o'clock tomorrow, she will be in her office. She ....
   a) is going to work b) will work
   c) works d) will be working
9. In 20 years, Khaled .... his own business.
   a) will be running b) will run
   c) runs d) ran
10. I wonder what I .... this time next year.
    a) 'll do b) shall do
    c) do d) 'll be doing

11 From 6 to 8 tomorrow, I .... the final match on TV.

a) will watch
b) am going to watch
c) watch
d) will be watching

12 This time next week, I .... on the beach.

a) will be sunbathing
b) will have sunbathed
c) will have been sunbathing
d) will be sunbathed

13 Magdy .... in the school concert all next week.

a) will perform
b) will be performing
c) performed
d) has performed

14 I can't visit you because I .... my homework this evening.

a) will do
b) will have done
c) will be doing
d) do

15 You have no chance of getting the job. You .... your time if you apply for it.

a) be wasting
b) will be wasting
c) waste
d) won't waste

16 This time next week, Hamid .... in a school football match.

a) will play
b) may play
c) will be playing
d) will have played

17 In five years' time, Ali will probably .... with his parents.

a) be still living
b) still live
c) be lived
d) still living

18 Half an hour from now, the cinema will be full. Everyone .... the film.

a) will watch
b) watch
c) will be watching
d) will have watched

19 I'll tell Hesham about the party. I .... him at work anyway.

a) will see
b) will be seeing
c) may see
d) was seeing

20 I can't visit you because I .... for my sister's wedding all next afternoon.

a) might have
b) going to prepare
c) will prepare
d) will be preparing

Future perfect المستقبل التام

Form: التكوين	will have + P.P. • I will have finished this report by midday.
Negative: النفى	won't have + P.P. • I won't have finished this report until 5 o'clock.
Interrogative: الاستفهام	Will+ الفاعل + have + P.P.? • Will you have typed all these letters by the time the boss arrives?
Passive: المجهول	will have been + P.P. • Our car will have been repaired by tomorrow.



Usage
الاستخدام

1. **For actions that will or will not be completed before a specific time in the future.**
   يعبر عن حدث سوف (سوف لا) يكون قد اكتمل قبل وقت محدد فى المستقبل.

- By 8 o'clock tomorrow, I'll have sent all these invitation cards.
- By next October, the new metro line will have been built.

2. **For actions that will or will not be completed before another action in the future.**
   يعبر عن حدث سوف (سوف لا) يكون قد اكتمل قبل حدث آخر فى المستقبل.

- I will have read the book before I return it to the library.
- By the time my father arrives, I'll have finished my homework.

The future perfect is used with the following time expressions:

Before, by + فترة فى المستقبل (2100), by the time, till/until, in a year's (2 years') time

- My wife won't have finished preparing the lunch till 4 o'clock.
- In a week's time we'll have finished our exams.

لاحظ استخدام الروابط الزمنية مع المستقبل التام.

Future perfect (will have + P.P.)	before, till/until, by the time, by	Present simple Present perfect

- Before he arrives, I'll have completed the report.
- By the time he has finished doing the homework, his father will have returned back home.

ملحوظة:

❶ نستخدم by/by the time/before لنقصد قبل وقت محدد في المستقبل.

- We will have taken the test by/before June.
- I won't have done all of my homework by the time/before you get home.

❷ ونستخدم in (a year's/week's/2 weeks') time لنقصد في نهاية هذا الوقت في المستقبل.

- In five years, I will have started work.
- How much will you have done on your project in two months' time?

Extra Points

هناك أفعال تعبر عن المستقبل تلقائيًا عند استخدامها في صيغة المضارع، مثل:

- want, expect, hope, predict, wish, need, etc.

وعند استخدام to بعدها نستغنى عن will، وعند استخدام المستقبل التام نستخدم بعده to have + P.P.

وفي المجهول to have been + P.P.

- By 2030, we expect to have built flats for all people in Egypt.
- The food is expected to have been prepared by 6 pm today.

Exercises

Choose the correct answer from a, b, c or d:

1. Wake me up by nine o'clock. I .... long enough by then.
   a) will sleep b) will have slept
   c) will be sleeping d) will be slept
2. Mahmoud .... a good job in Cairo by the time he's twenty-five years old.
   a) will get b) will have got
   c) is getting d) will be got
3. Could you please return in 10 minutes? Your room will .... by then.
   a) have been cleaned b) be cleaned
   c) be cleaning d) have cleaned
4. We .... all the our needs in a week's time.
   a) will buy b) will have bought
   c) are going to buy d) are buying
5. It's a big course. We .... it by the time the vacation begins.
   a) won't finish b) won't be finishing
   c) won't have finished d) aren't finishing
6. I hope a cure for COVID19 .... by the end of this month.
   a) will have been discovered b) will discover
   c) will be discovering d) will be discovered
7. By the time I get home, my wife .... supper.
   a) prepares b) is going to prepare
   c) will have prepared d) will prepare
8. Will he .... the message by the time your flight takes off?
   a) have received b) receive
   c) be received d) has received
9. By 10 o'clock, we .... half the way to Australia.
   a) will fly b) will be flying
   c) will have flown d) are flying
10. By this time next week, I .... my test results.
    a) will have received b) will be receiving
    c) will receive d) am going to receive

11 In an hour's time, Ola .... home with her father.

a) will be reached
b) reaches
c) has reached
d) will have reached

12 By this time next year, we .... into our new house.

a) will move
b) will be moving
c) will have moved
d) will be moved

13 By the time my holiday is over, I .... lots of interesting places.

a) will visit
b) will have visited
c) visit
d) will be visiting

14 What will Nour .... by the fourth of September?

a) have done
b) has done
c) do
d) be doing

15 By the time we get to Assuit, we .... for 5 hours.

a) will have driven
b) will drive
c) are driving
d) drive

16 Hala .... the scholarship by the time she starts school in September.

a) will be getting
b) will have got
c) will be got
d) is getting

17 **Omar** : Well, Nader will be in Cairo by now.
Osama : No, he won't. His plane .... yet.

a) won't have landed
b) won't land
c) won't be landing
d) isn't landing

18 Will my workplace .... when I come to the office tomorrow morning?

a) prepare
b) have been prepared
c) have prepared
d) be preparing

19 "Shall I carry your bag for you? "The right situation to the sentence is ....

a) request
b) promise
c) offer
d) on-the-spot decision

20 Which one of the following sentences is grammatically incorrect? - ....

a) In two hours' time, I'll be booking the tickets.
b) In two hours' time, I will have booked the tickets.
c) By yesterday, I had booked the tickets.
d) By tomorrow, I'll book the tickets.

(-ing) forms or the infinitive

The (to + infinitive) is used:

١-نستخدم to للتعبير عن الهدف أو الغرض:

To / in order to / so as to لكى

He went to the shops to buy some food.

٢-بعد الأفعال الآتية:

arrange/decide/agree/want/expect/hope/learn/allow/offer/promise/plan/advise/appear/prepare/long يشتاق/warn/attempt يحاول/care/wait/dare يجرؤ/deserve يستحق/pretend/prove يبرهن/manage fail/guarantee يضمن/choose/wish/forbid يمنع/determine يصمم/ask/refuse/threaten/neglect يهمل/happen/seem يبدو/want/need/remind/expect/plan/allow, etc.

- He *refused to help* his brother.

٣-بعد الأفعال الآتية للتعبير عن الرغبة فى وقت معين:

would like/would love/would/prefer.

- *I would like to see* the manager.

ويمكن أن تأتى بعد love/ like/prefer بدون would لتعبر عن الرغبة فى وقت معين أو انها فكرة جيدة.

- *I like to brush* my teeth every day.

٤- بعد الصفات الدالة على المشاعر والعواطف:

(happy, glad, sorry, surprised, etc.).

- She was *sorry to miss* the conference.

٥- بعد too/ enough

- He's *too* shy *to meet* the strangers.
- He's clever *enough to pass* the test.

٦- بعد only للتعبير عن نتيجة غير مرضية.

- He came *only to meet* his friend Ahmed.

٧- بعد the first/second, etc./next/last/best, etc.

- He was the *first to come* to the party.

- إذا جاء فاعل بعد expect, hope, promise نستخدم will فى المضارع و would للماضى.

I promise that I will phone him after returning back home.

The (-ing) form is used:

١- نستخدم v.ing كاسم أول الكلام محل الفاعل.

Swimming strengthens your body.

٢- بعد الأفعال الآتية:

suggest/ enjoy/ fancy يتخيل/ finish/ admit يعترف ب/ imagine, delay يؤجل/ deny ينكر/ avoid/ consider/ continue, discuss, escape, excuse, forgive يسامح, go, involve يشمل, keep/ mention يذكر / mind يمانع , miss, postpone يؤجل, practise, prevent يمنع, quit يترك, recall يستدعى, recollect, report, resent, resist يقاوم, risk يخاطر, save, stand, tolerate يتسامح, understand, appreciate يقدر, spend, waste (time, money, etc.).

- *They discussed buying* a house.

٣-بعد الأفعال الآتية للتعبير عن الرغبة العامة:

dislike/ enjoy/ hate/ like/ love.

- She likes playing the piano. (رغبة عامة)

٤- بعد التعبيرات الآتية:

I'm busy/ it's no use لا فائدة/ it's (no) good لا جدوى/ it's (not) worth لا يستحق/ what's the use of/ can't help لا أستطيع أن أمنع نفسى من/ can't stand لا أتحمل/ have difficulty (in)/ in addition to/ as well as/ have trouble/ have a hard/difficult time. don't mind/ How about...?/ feel like/ There is no point in لا مشكلة فى

- *He is busy doing his homework.*

٣- بعد حروف الجر ما عدا to يأتى بعدها المصدر:

- *He left the shop without paying, so he was accused of stealing.*

٤- بعد هذه التعبيرات التى بها to

look forward to, be / get used to يعتاد على / be / get accustomed to معتاد على /object to يعترض على / admit (to) / take to يعتاد على, etc.

- *I'm looking forward to meeting the president.*

٥-بعد الأفعال الآتية وتعبر عن رؤية أو سماع جزء من الحدث.

Hear/ listen/ notice/ see/ watch

- *I saw them playing football.*

Verbs + to + inf. Or v + ing

❶ أفعال يأتى بعدها .to + inf أو v.ing بدون تغيير فى المعنى.

Start / begin/ intend / continue

- It started raining / to rain heavily.

- ولكن إذا لحق بهذه الأفعال v. ing أو كانت تدل على المستقبل يأتى بعدها .to + inf

- It's beginning to rain. He is starting to study. He will start to work.

❷ أفعال يأتى بعدها .to + inf أو v.ing وهناك تغيير فى المعنى.

A) stop

Stop + v + ing	• يتوقف عن فعل شىء لفترة أو يقلع عن الشىء تمامًا.
Stop + to + inf.	• يتوقف عن شىء ليفعل شيئًا آخر (هدفًا) وغالبا عندما يكون ماشيًا.

B) remember

remember + v + ing	• يتذكر أنه فعل شيئًا. تم الحدوث أولًا ثم تذكر ثانيًا.
remember + to + inf.	• يتذكر أن يفعل شيئًا. يتذكر أولًا ثم يفعل الشىء ثانيًا.

C) forget

forget + v + ing	• تم حدوث الشىء أولًا ثم نسيه أو لم ينسه بعد ذلك.
forget + to + inf.	• نسى أن يفعل الشىء أصلًا. فيعتذر أو يذهب ليفعله بعد ذلك.

D) regret:

regret + v + ing	• فعل شيئًا ثم ندم بعد ذلك.
regret + to + inf.	• يأسف أن يقول شيئًا أو يفعل شيئًا مضطرًا لذلك.

The infinitive without to is used:

• نستخدم المصدر فقط بعد الآتى:

- after most modal verbs (can, must, will, etc.). You *can leave* now if you want.
- after had better/would rather. I'd rather *not go out* tonight. I'd better stay at home.
- after make/ let + object. They *made* him *pay* for the damage.
- after hear/ listen/ notice/ see/ watch to refer to the whole action.
  I saw them play football. (the whole action)
- know and help are followed by a to infinitive or an infinitive without to.
  Could you *help* me (to) *fix* the car?

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. I'll suggest .... to the Sham El-Nessim festival in Egypt next year.
   a) go b) to going c) to go d) going
2. If I were you, I'd avoid .... into the city during the festival.
   a) travel b) travelling c) to travel d) to travelling
3. Hany and his sister practise .... tennis every day after school.
   a) playing b) played c) to play d) play
4. Thousands of people enjoy .... at the sculptures.
   a) to look b) look c) looking d) to looking
5. She offered .... me to the station in her car.
   a) to take b) taking c) took d) take
6. Ali is planning .... all weekend revising for next week's maths test.
   a) spending b) to spend c) spent d) to spending
7. In 1954, the government decided .... the High Dam.
   a) built b) building c) to build d) had built
8. The lazy student admitted .... his homework at home.
   a) leaves b) to leave c) left d) leaving
9. I'd like .... something on this for our project.
   a) being done b) doing c) to do d) do
10. How about .... at that festival for our project?
    a) to looking b) looking c) to look d) looked

Upper intermediate

11. Would you please .... this case into the boot of the car?
    a) help lift b) help to lifting c) help me lifting d) to help lift
12. Gehan forgot .... her money, so I lent her ten pounds.
    a) bring b) to bringing c) bringing d) to bring
13. She can't get used to .... for such a large company.
    a) work b) working c) being work d) worked
14. I would love .... in London, but it is too expensive.
    a) live b) living c) to live d) to living
15. I'm looking forward to .... more on this project.
    a) be done b) do c) did d) doing
16. The director regretted .... Samia, so he called her up and asked her to come back to the company.
    a) fire b) to fire c) to firing d) firing
17. I regret .... you that Mr Saleh has had a heart attack.
    a) inform b) to inform c) informing d) to informing

18 It's no good .... to fix this machine. It's completely broken.
a) try b) to try c) trying d) to tryin

19 Hesham likes .... a nap in the afternoon.
a) to take b) take c) to taking d) to be taken

20 I regretted .... my mother with the housework yesterday as she was really ill.
a) helping b) to help c) not to help d) not helping

Advanced

21 He'd like .... to the zoo by his father.
a) to take b) being taken c) to be taken d) taking

22 My father is too busy .... his relatives every week.
a) to visit b) visiting c) visit d) visits

23 My air conditioners need .... at the beginning of every summer.
a) a good clean b) cleaning c) to clean d) both a & b

24 This gadget is used to .... onions and potatoes very easily.
a) be chopped b) chop c) being chopped d) chopping

25 I always look forward to .... as the captain of the team.
a)chose b)choosing c) choose d) being chosen

26 Everyone objects to .... like an animal.
a)treating b) treat c) being treated d) treated

27 **A:** I'm so embarrassed I didn't remember meeting Mr. Saleh.
B: How could you forget?
a) The speaker had an appointment with Mr. Salah, but he forgot to go.
b) The speaker forgot that he had met Mr. Salah once before.
c) Mr. Salah was angry with the speaker as he forgot to meet him.
d) The speaker and Mr. Salah didn't meet each other before.

28 Ali forgot locking the door when he left home this morning.
a) Ali didn't lock the door, and it's still open.
b) Ali didn't remember to lock the door.
c) Ali locked the door, but he forgot the action.
d) Ali doesn't lock the door anymore.

29 Leila stopped to eat ice-cream.
a) She stopped another activity to eat some ice-cream.
b) She doesn't eat ice-cream anymore.
c) She doesn't love ice-cream.
d) She hates eating ice-cream.

30 They regret going to the cinema.
a) They didn't go to the cinema.
b) They didn't remember to go to the cinema, so they are upset.
c) They forgot going to the cinema as it was a sad experience.
d) They went to the cinema, but probably they didn't like the film.

Active & Passive
المبنى للمعلوم والمبنى للمجهول

Active: المعلوم: هو الجملة التى نعرف فاعلها ويكون التركيز على من فعل الشىء (سواء العاقل أو غير العاقل)
وتتكون الجملة من:

Subject	Verb	Object
S	V	O

الفاعل	الفعل	المفعول	باقى الجملة
The servant	cleans cleaned is cleaning was cleaning hasn't cleaned had cleaned will clean	the office	twice a week. last week. now when the boss arrived. yet. by two o'clock. tomorrow.

Passive: المجهول: هو الجملة التى نبدأ فيها بالمفعول فربما لا نعرف من الفاعل أو لا نريد ذكره أو هو معروف جدًا:

- Ahmed's mobile phone was stolen last night. (We don't know who stole it)
  The thieves were arrested yesterday.
  قُبض على اللصوص أمس (معروف من الذى يقبض على اللصوص فلا داعى لذكر البوليس)
- Taking pictures isn't allowed here.
  (The action is more important than the agent).

وتتكون الجملة فى المجْهول من:

Object	+ Verb to be	+ P.P.
المفعول يصبح فاعلًا	am/ is/ are/ was/ were/ be/ being/ been على حسب زمن الجملة	التصريف الثالث

ملحوظة: إذا أردنا ذكر الفاعل فى الجملة المبنية للمجهول نضعه آخر الجملة مسبوقًا بـ by لأن التركيز لا يكون عليه فالتركيز فى المجهول يكون على المفعول.

المفعول	v. to be + التصريف الثالث	By + agent	باقى الجملة
The office	is cleaned	by the servant	twice a week.
	was cleaned		last week.
	is being cleaned		now.
	was being cleaned		when the boss arrived.
	hasn't been cleaned		yet.
	had been cleaned		by two o'clock.
	will be cleaned		tomorrow.

وإذا أردت إتقان التحويل أو الاختيار أو تصحيح الأخطاء فى الامتحانات عليك إتقان الأزمنة إتقانا تامًا وألا تنسى أنه فى المجهول لابد من وضع v. to be فى الزمن المناسب قبل التصريف الثالث وإليك جدول تحويل الأزمنة:

Tense	Passive	Example
Present simple	am/ is/ are + p.p.	Cars are repaired.
Past simple	was/ were + p.p.	The car was repaired.
Present continuous	am/ is/ are + being + p.p.	The car is being repaired.
Past continuous	was/ were + being + p.p.	The car was being repaired.
Present perfect	have/ has + been + p.p.	The car has been repaired.
Past perfect	had + been + p.p.	The car had been repaired.
Future with will	will be + p.p.	The car will be repaired.
Future perfect	will have + been + p.p.	The car will have been repaired.
Infinitive	have to/ has to + be + p.p.	The car has to be repaired.
Modal verbs	modal verb + be + p.p.	The car must be repaired.

Passive constructions starting with (It .....& الفاعل الثانى)

الأفعال الآتية تحول بطريقتين إلى المجهول: ١- طريقة It ٢- طريقة الفاعل الثانى

think, believe, say, report, know, expect, consider, understand, fear, predict, agree, hope, allege. etc.

Active : People think that money brings happiness.

يعتقد الناس أن المال يجلب السعادة وهذا اعتقاد عام وعند البناء للمجهول يكون المعنى: يُعتقد أن المال يجلب السعادة فتكون الجملة:

Passive: a) It is thought that money brings happiness .

فى الطريقة الأولى لم نغير إلا الفعل Think

b) Money is thought to bring happiness.

إذا بدأنا بالفاعل الثانى money فإننا نحول think إلى المجهول ثم نضع to + Inf إذا كان الفعل الثانى مضارعًا.

Active : People believe that he lied in court.

Passive: a) It is believed that he lied in court.

b) He is believed to have lied in court.

فى الطريقة الأولى لم نغير إلا الفعل believe

عند البدء بالفاعل الثاني He فإننا نحول believe إلى المجهول ثم نضع to + have + P.P

إذا كان الفعل الثانى ماضيًا.

ملاحظات عامة على المجهول:

١ هناك أفعال نضع معها by + agent لبيان فاعلها ومنها:

Write/ build/ paint يدهن/ يرسم/ found يؤسس/ direct يوجه/ compose يؤلف موسيقى/ discover يكتشف/ invent يخترع

- Oliver Twist was written by Charles Dickens.
- Alexandria was founded by Alexander the Great.
- The telephone was invented by Alexander Graham Bell.

٢ إذا كان الفاعل غير معروف فلا نستخدم by + agent ومن هذه الكلمات:

People, one, someone, somebody, they, he, etc.

- People watch football all over the world.
- Football is watched all over the world.

٣ ضمائر المفعول (me/him/her/them/us) تحول إلى ضمائر فاعل (I/He/ She/They/We)

- He gave this book to me. • I was given this book.

٤ إذا كان هناك حرف جر بعد الفعل يبقى كما هو فى التحويل.

- He is looking at the picture. • The picture is being looked at.

٥ الجملة التى ليس بها مفعول لا تحول.

- It is raining at the moment.

٦ بعض الأفعال تأخذ مفعولين (عاقل/غير عاقل) فيمكن البدء بأيهما ولكن إذا بدأت بغير العاقل نضع قبل العاقل to/ for
ونستخدم (to) مع الأفعال الآتية:

bring	يحضر	lend	يقرض	pass	يمرر/ يناول	show	يظهر/ يعرض
give	يعطى	offer	يعرض	pay	يدفع	tell	يخبر
hand	يعطى/يناول	owe	يدين	sell	يبيع	write	يكتب

نستخدم (for) مع الأفعال الآتية:

book	يحجز	call	ينادى/ يتصل	find	يجد	leave	يترك
build	يبنى	cut	يقطع	get	يحصل على	make	يصنع
buy	يشترى	fetch	يذهب ليحضر	keep	يحافظ على	save	يوفر

من المعتاد أن نبدأ بالعاقل (الشخص)

- Marwa sent Mai a message.
- Mai was sent a message (by Marwa). (بدأنا بالمفعول العاقل)
- A message was sent to Mai (by Marwa). (بدأنا بالمفعول غير العاقل)

٧ بعض الأفعال المتعدية لا تحول للمجهول وهى: have, fit, suit ..etc

- I have a shower every morning. (Not : A shower is had by me.)

٨ تستخدم التركيبات الآتية كما هى مضافًا إليه (be + P.P.)

have to, has to, had to, will have to, needn't, seem to, appear to, used to, (be) going to, (be) about to, (be) supposed to

- We used to visit Alexandria.
- Alexandria used to be visited.
- We are supposed to build more houses.
- More houses are supposed to be built.

٩ إذا كانت الجملة المبنية للمعلوم منفية يجب نفى المبنى للمجهول :

- Osama didn't watch the match.
  - The match wasn't watched by Osama.

١٠ إذا كانت الجملة تبدأ بـ (Nobody/ No one) نحول (ever) إلى (never) إن وجدت وفى حالة عدم وجودها ننفى بـ (not)

- Nobody has broken the bottles.
  - The bottles haven't been broken.
- Nobody has ever broken the bottles.
  - The bottles have never been broken.

١١ يمكن وضع الحال قبل التصريف الثالث فى المجهول أو تركه كما هو.

- Ola answered the questions correctly.
  - The questions were correctly answered.

⑫ يمكن أن نستخدم الفعل (get) بدلا من (verb to be) عند التحويل إلى مبنى للمجهول خاصة مع التصريف الثالث من الأفعال الآتية:

(catch / arrest / damage / destroy / kill / marry / burn / beat)

- The police caught/arrested the bank robbers.
  - The bank robbers got caught/arrested.

⑬ فى حالة الأفعال المتبوعة بـ(v.+ ing) نستخدم (being + p.p.)

- I hate people telling me lies.
  - I hate being told lies.

⑭ إذا كان الفاعل والمفعول واحدًا مع الفعل (let) نستخدم ضميرًا منعكسًا ثم (be) ثم (p.p.)

- He doesn't let others laugh at him.
  - He doesn't let himself be laughed at.

⑮ ليس من المعتاد أن تحول الأزمنة الآتية إلى المجهول :

1. Present perfect continuous.
2. Past perfect continuous.
3. Future perfect continuous.

⑯ الأفعال الآتية تأخذ المصدر فى المعلوم (hear, help, see and make) ويسبق المصدر بـ to فى المجهول.

- They saw him leave the building.
  - He was seen to leave the building.

ولكن إذا جاء بعد hear, see, watch الفعل به ing فان الفعل يظل كما هو به ing.

- They saw him running down the stairs.
  - He was seen running down the stairs.

⑰ نستخدم with ثم المادة المصنوع منها الشيء أو الأداة المستخدمة أو المقادير.

- The kite was made by Omar.
  - It was made with paper, paint and string.
- The lock was broken with a hammer.
  - The tiger was shot with a gun.

Exercises

A) Write the passive form to the gaps in the following sentences:

1. People use animals' skin to make shoes.
   Animals' skin .... to make shoes.
2. Sorry, you'll have to find another computer. Someone is using this one.
   Sorry, you'll have to find another computer. This one ....
3. They have cancelled the factory meeting.
   The factory meeting ....
4. Someone stole some valuable paintings from the museum last night.
   Some valuable paintings .... from the museum last night.
5. I didn't realize someone was listening to us.
   I didn't realize that we .... to.
6. I didn't enjoy the meal. The cook had cooked the vegetables too long.
   I didn't enjoy the meal. The vegetables .... too long.
7. They are going to knock down the old buildings to make a new road.
   The old buildings .... to make a new road.
8. It was cloudy. No-one could see the moon.
   It was cloudy. The moon ....
9. Ali couldn't walk. They had to carry him to the ambulance.
   Ali couldn't walk. He .... to the ambulance.
10. I will not allow you to use your dictionary in the test.
    You .... to use your dictionary in the test.
11. I want you to leave me alone.
    I want .... alone.
12. No-one has found my mobile phone.
    My mobile phone ....
13. I hate people shouting at me.
    I hate .... at.
14. The grass in the park is very long. Someone should have cut it by now.
    The grass in the park is very long. It .... by now.
15. "Portable" means 'you can carry it easily from place to place'.
    A portable television is a small television that .... easily from place to place.

B) Choose the correct answer from a, b, c or d:

Intermediate

1. Archaeologists .... the gold in a cave near the top of the mountain.
   a) were discovered b) had been discovered
   c) will be discovered d) discovered
2. The gold .... in a cave near the top of the mountain.
   a) discovers b) were discovered
   c) was discovered d) discovered
3. We .... the meeting until the end of the month.
   a) have been postponed b) have postponed
   c) were postponed d) had been postponed
4. The meeting .... until the end of the month.
   a) has been postponed b) has postponed
   c) is been postponed d) will postpone
5. We will .... any vehicles parked in front of these gates.
   a) have removed b) be removed c) removing d) remove
6. Vehicles parked in front of these gates will ....
   a) removing b) remove c) be removed d) are removed
7. I'll have to come by bus as my car ....
   a) is repairing b) is being repaired
   c) will repair d) was being repaired
8. A lot of cars .... in Germany and France.
   a) are made b) making c) made d) make
9. Helmets must .... on the site.
   a) wear b) are worn c) have worn d) be worn
10. Many accidents .... by careless driving.
    a) cause b) have caused c) are caused d) caused

Upper-intermediate

11. My mp3 player is missing from my locker. I think it ....
    a) has stolen b) been stolen
    c) is stolen d) has been stolen
12. Has he .... how to use the library catalogue?
    a) shown b) showed c) been shown d) to show
13. Our big oak tree .... down in the wind last night.
    a) blew b) was blown
    c) had blown d) has been blown

14 When I got home from school yesterday, the garbage .... away.
a) was being taken
b) was taking
c) being taken
d) has been taken

15 My sister wants .... with her two closest friends.
a) photograph
b) to photographing
c) to photograph
d) to be photographed

16 Regular exercise .... good for you.
a) believes to be
b) is believing to be
c) is believed to be
d) believed

17 The suspect was questioned .... the police for several hours.
a) from
b) by
c) with
d) to

18 The boys tried .... how to use the new computer.
a) to learn
b) to be learned
c) to be learning
d) to learning

19 By the time we arrived, they .... their meal.
a) had been finished
b) were finished
c) have finished
d) had finished

20 He .... for the school football team.
a) has never chosen
b) never chosen
c) has never been chosen
d) never chose

Advanced

21 It .... that the painting is a fake.
a) is believing now
b) believed now
c) believes now
d) is now believed

22 It .... if you could reply as soon as possible.
a) appreciate
b) is appreciated
c) would be appreciated
d) appreciates

23 Your letter .... yesterday morning.
a) was arrived
b) arrived
c) has arrived
d) had been arrived

24 Many shops .... at around nine in the morning.
a) open
b) are opened
c) were opened
d) are being opened

25 Over a million dollars in cash .... from a bank since last week.
a) has stolen
b) have been stolen
c) have stolen
d) has been stolen

26 I hoped that my locker .... while I was away, but it ....!
a) would be fixed/ didn't
b) will be fixed/ doesn't
c) would be fixed/ wasn't
d) would be fixed/ doesn't

27 The office carpet is so dirty. It needs ....
a) to be cleaned
b) cleaning
c) to clean
d) Both a & b

28 His parents .... very rich.
a) are said to be
b) are said that they are
c) are saying to be
d) are saying it's

29 My sister hasn't sent the reports to the manager yet. The passive form is ....
a) The manager hasn't been sent the reports yet.
b) The letters haven't been sent to the manager yet.
c) The letters haven't sent to the manager yet.
d) Both a & b

30 Leila seems to break the bottles. The passive form is ....
a) The bottles seem to be broken by Leila.
b) The bottles are seemed to break by Leila.
c) The bottles will be broken by Leila.
d) The bottles are seemed to be broken by Leila.

Causative (Active and Passive) السببية

1) The active causative (have and get)

A) have + object (عاقل) + infinitive

- تستخدم للتعبير عن أن شخصًا يجعل أو يتسبب أو يطلب من شخص آخر أن يفعل شيئًا.

- The boss had the secretary type the letter. (He asked her to type the letter)
- The teacher had us do some extra work today.

B) get + object (عاقل)+ to + infinitive

- تستخدم للتعبير عن أن شخصًا يقنع شخصًا آخر أن يفعل شيئًا.

- He got his mother to buy him a chocolate.
  (He persuaded her to buy him a chocolate.)
- Please get Yasser to help you.

2) The passive causative (have and get)

have / get + object (غير عاقل) + P.P.

- I don't cut my hair. I have my hair cut.
- Do you usually get your room cleaned? - No, I clean it myself.

- نستخدم هذا الشكل لنقول إننا رتبنا لشخص أن يفعل شيئًا لنا.

- Osama had a house built. (He didn't do it himself - the builder did it.)

- نبدأ فى السببية بالشخص صاحب الشىء

الشخص صاحب الشىء + v.to have + الشىء (المفعول) + p.p.

	Causative			Tense
I	have	my car	repaired.	مضارع بسيط
	had			ماضٍ بسيط
	am having			مضارع مستمر
	was having			ماضى مستمر
	have had			مضارع تام
	had had			ماضٍ تام
	will have			مستقبل
	can have			المصدر
	must have			المصدر

ملاحظات:

١- السببية فى السؤال (نستخدم do/ does للمضارع البسيط وdid للماضى البسيط).

٢- السببية فى النفى (نستخدم don't /doesn't للمضارع البسيط و didn't للماضى البسيط).

- Did you have your meal prepared?
- No, I didn't (have it prepared). - I prepared it myself.

وفى الأزمنة الأخرى نستخدم الفعل المساعد أو الناقص الموجود فى أول السؤال.

- Are you going to have your tooth pulled out by the dentist?
- Have you had your car checked at the garage?
- Will you have your house painted?

٣- يمكن استخدام الفعل make بدلًا من have فى المعلوم بمعنى الإصرار وليس الطلب.

- The teacher made us write the homework twice. (He insisted that we should ...)

٤- تستخدم get بدلًا من have ليفيد الصعوبة أحيانًا.

- He finally got the seats booked.

٥- يمكن القول إن have تأتى على شكل الفعل الذى يكون فى المعلوم فلو كان الفعل به ing فإننا نستخدم having وإن كان الفعل مصدرًا نستخدم have وإن كان الفعل .to + inf فإننا نستخدم to have مثل.

- She likes cleaning her house.
  - She likes having her house cleaned.
- She'd like (likes) to clean her house.
  - She'd like (likes) to have her house cleaned.

Exercises

Choose the correct answer from a, b, c or d:

Intermediate

1. Her dress was too long, so she had it ....
   a) to shorten
   b) shorten
   c) have shortened
   d) shortened
2. He .... yesterday.
   a) had his hair to be cut
   b) had hair to be cut
   c) had his hair cut
   d) had his hair to cut
3. Does your tooth still hurt? Yes, I have to get a dentist .... soon.
   a) look at it
   b) to look at it
   c) to get it looked at
   d) to have it looked at
4. We need to have our computer .... out for viruses.
   a) checked
   b) to check
   c) to be checked
   d) check
5. We got our neighbours .... after our dog while we were away.
   a) look
   b) looks
   c) looking
   d) to look
6. The students got the teacher .... their test until the following week.
   a) postpone
   b) postponed
   c) to postpone
   d) will postpone
7. Just wait here. I'll have someone .... your suitcases up to your room.
   a) to bring
   b) bring
   c) brought
   d) has brought
8. The teacher had everyone .... a story about a special childhood experience.
   a) write
   b) wrote
   c) to write
   d) has written
9. Instead of buying a new bicycle, why don't you have your old one ....?
   a) fixing
   b) to fix
   c) fixes
   d) fixed
10. We won't paint our house ourselves. We .... by a clever painter.
   a) won't paint it
   b) will have painted it
   c) will have it painted
   d) will paint it

Module 4 Grammar Revision

Upper-intermediate

11 My car was repaired. This means that I ....

a) had my car repaired
b) had to repair my car
c) had repaired my car
d) will have to repair my car

12 We usually .... our food made as we are busy studying.

a) cause
b) have
c) do
d) make

13 My car engine doesn't start; I will .... a mechanic to check it.

a) let
b) have
c) get
d) make

14 I'm going to get my new book .... next week.

a) publishes
b) to publish
c) publish
d) published

15 After I .... at El-Nasr car service, I drove to Ras Elbar.

a) had serviced my car
b) had had my car serviced
c) have had my car serviced
d) serviced

16 Never have your homework ....; always do it yourself.

a) done
b) doing
c) to be doing
d) did

17 .... an air conditioner installed in your room; it's terribly hot there.

a) Let
b) Take
c) Have
d) Had

18 Have you .... the main road in your town paved?

a) making
b) get
c) had
d) make

19 I'm .... my car serviced now.

a) making
b) getting
c) allowed
d) allowing

20 When I was a child, I ....; I was too young to do so.

a) used to have my room tidied
b) used to tidy my room
c) tidied my room
d) have tidied my room

Advanced

21 Are you going to have your shoes polished? - No, I will .... myself.

a) get it polished
b) polish it
c) polish them
d) have them polished

22 My mom always makes me .... my room on Saturday mornings.

a) to clean up
b) clean up
c) cleaning up
d) cleaned up

23 I had my computer fixed. This means that ....

a) it wasn't fixed
b) no one fixed it
c) I fixed it
d) someone fixed it

24 My friend lets me .... his car sometimes.

a) borrow
b) borrowing
c) borrowed
d) to borrow

25 Be careful, you ....; have a technician check it.

a) need to check this machine
b) need to have this machine checked
c) need to have checked this machine
d) must check this machine

26 Have you had your room decorated? – No, I .... myself yesterday.

a) have decorated it
b) had it decorated
c) decorated it
d) had decorated it

27 Ali had his car washed the other day. This means that ....

a) Ali washed his car himself.
b) Someone washed Ali's car.
c) Ali's car is still dirty.
d) Someone will wash Ali's car.

28 My father had a barber cut his hair yesterday. This means that ....

a) He forced him to do it.
b) He persuaded him to do it.
c) He advised him to do it.
d) He asked him to do it.

29 My father got my uncle to buy a large house. This means that ....

a) He forced him to do it.
b) He persuaded him to do it.
c) He allowed him to do it.
d) He warned him to do it.

30 My uncle trims the trees in his garden every 6 months. This means that ....

a) He doesn't trim them himself.
b) He gets someone to trim them.
c) He trims the trees himself.
d) He has the trees trimmed.

Question Tags — السؤال المذيل

- السؤال المذيل هو سؤال يكون آخر الجملة الخبرية لتأكيد المعنى.
- يتم عمل هذا السؤال من الفعل المساعد أو الناقص فقط وبعده الضمير (الضمير العائد على الاسم).
- إذا كانت الجملة المراد تأكيدها مثبتة يكون السؤال المذيل منفيًا والعكس صحيح.
- يستخدم لطلب الموافقة أو التأكيد.
- لابد أن يكون السؤال المنفى مختصرًا.

positive statement	+	negative question tags	negative statement	+	positive question tags
+		–	–		+
You are a student	,	aren't you?	Hala is not a nurse	,	is she?

+ Sentence →		– Tag	– Sentence →		+ Tag
Ali is Egyptian	,	isn't he?	John isn't Egyptian	,	is he?
You study hard	,	don't you?	You don't study hard	,	do you?
He lives in Cairo	,	doesn't he?	He doesn't live in Cairo	,	does he?
You were at home	,	weren't you?	You weren't at home	,	were you?
Ola visited her uncle	,	didn't she?	Ola didn't visit her uncle	,	did she?
Omar was watching TV	,	wasn't he?	Omar wasn't watching TV	,	was he?
You have seen my bag	,	haven't you?	You haven't seen my bag	,	have you?
You have have lunch at 3 pm	,	don't you?	You don't have a new car	,	do you?
She's finished the report	,	hasn't she?	She hasn't finished yet	,	has she?
She has a bad cold	,	doesn't she?	She doesn't have a car	,	does she?
He'd finished by 6 p.m.	,	hadn't he?	He hadn't come by 6 pm	,	had he?
He'd rather leave now	,	wouldn't he?	He'd rather not come	,	would he?
He'd better find a job	,	hadn't he?	He'd better not go now	,	had he?
They'll help us	,	won't they?	They won't help us	,	will they?
He can ride a horse	,	can't he?	He can't ride a horse	,	can he?
We need more money	,	don't we?	We needn't more money	,	need we?
He used to get up early	,	didn't he?	He didn't use to help us	,	did he?
I think he is a thief	,	isn't he?	I don't think he is a thief	,	is he?
I'm right	,	aren't I?	I'm not mistaken	,	am I ?

حالات خاصة			
Let's go out اقتراح	, shall/shan't we?	Let us go out طلب	, will/won't you?
Interesting	, isn't it?	Beautiful	, isn't she?
This/That is Ahmed's car	, isn't it?	These are Ali's pens	, aren't they?
There's a celebrity here	, isn't there?	There're 2 cars here	, aren't there?
Stop talking	, will/won't you?	Don't speak loudly	, will you?

لاحظ

① الجملة التى تحتوى على never – rarely – hardly – seldom – nor – neither – few – little – no

- تعتبر جملًا منفية، لذلك يكون السؤال المذيل مثبتًا.

- He can hardly run, can he?
- He rarely visits you, does he?

② إذا كان الفاعل Everything - Something - Nothing يكون الضمير it.

- Nothing can live without energy, can it?

③ إذا كان الفاعل Everyone, body - Someone, body - No one, body يكون الضمير they.

- Everyone is coming to the party, aren't they?

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. They should start now, ... they?
   a) will   b) shouldn't   c) should   d) don't
2. She hasn't got a brother, ... she?
   a) does   b) hasn't   c) has   d) doesn't
3. He sometimes reads the newspaper, ...?
   a) isn't he   b) does he   c) didn't he   d) doesn't he
4. You are Egyptian, ...?
   a) aren't you   b) are you   c) don't you   d) do you
5. They had left early, ... they?
   a) had   b) didn't   c) hadn't   d) weren't
6. Hoda didn't use the computer, ...?
   a) was she   b) did she   c) wasn't she   d) didn't she
7. Mona has answered the teacher's question, ...?
   a) doesn't she   b) has she   c) isn't she   d) hasn't she
8. Dalia wasn't listening, ...?
   a) was she   b) did she   c) wasn't she   d) didn't she
9. Hany isn't sleeping, ...?
   a) does he   b) isn't she   c) is he   d) doesn't he
10. Tamer and Fatma will arrive at the station soon, ...?
    a) won't he   b) won't they   c) won't she   d) will he

Upper-intermediate

11. She always has lunch at 2 p m, ...?
    a) doesn't she   b) hasn't she   c) does she   d) has she
12. They had a nice weekend, ...?
    a) hadn't they   b) did they   c) weren't they   d) didn't they
13. He always read a story before going to bed, ...?
    a) doesn't he   b) didn't he   c) wasn't he   d) did he
14. Dogs like meat, ...?
    a) do they   b) doesn't it   c) don't they   d) don't it

15 He does sing in the bathroom, ...?
a) doesn't he b) does he c) sing he d) isn't he

16 You have never seen that movie before, ...?
a) haven't you b) don't you c) do you d) have you

17 Playing a musical instrument isn't as easy as supposed, ...?
a) isn't it b) is it c) are they d) doesn't it

18 She rarely cooks meat, ...?
a) doesn't she b) rarely she c) does she d) is she

19 He used to be a famous doctor, ...?
a) didn't he b) used he c) wasn't he d) did he

20 A student who is lazy cannot accomplish anything, ...?
a) can't they b) isn't she c) aren't they d) can he

Advanced

21 Anybody who speaks Arabic is welcome, ...?
a) doesn't he b) are they c) aren't they d) isn't she

22 I don't suppose there is much damage, ...?
a) do I b) is there c) isn't there d) is it

23 There has been no rain for the last couple of weeeks, ...?
a) has there b) hasn't there c) has it d) hasn't it

24 Let's have a morning walk, ...?
a) haven't we b) have we c) don't you d) shall we

25 I'm late, ...?
a) am not I b) are I c) aren't I d) won't I

26 I think he's from India, ...?
a) don't I b) isn't he c) is he d) doesn't he

27 Lovely day today, ...?
a) isn't it b) doesn't it c) won't it d) aren't they

28 Somebody has taken my dictionary, ...?
a) hasn't he b) has she c) hasn't it d) haven't they

29 Don't eat the whole chicken, ...?
a) won't you b) don't you c) will you d) do you

30 Nothing can be done at this very moment, ...?
a) can't it b) can it c) can't they d) can they

1 Adjectives الصفات

الصفة: هى كلمة تصف الاسم ولا تجمع حتى ولو كان الاسم الموصوف جمعًا.

الصفة تأتى قبل الاسم وإذا جاءت بعده تسبق بـ v. to be

- He is a tall boy. The boy is tall.

تأتى الصفة بعد الأفعال الآتية:

be, look, smell, sound, feel, taste, seem, appear, become, get, stay, etc.

- She is beautiful.
- The food tastes good.

الصفات الآتية لا يأتى بعدها أسماء:

afraid, alike, alive, alone, ashamed, asleep, awake, glad, pleased, etc.

- They are still alive. I like outdoor activities such as skiing, climbing and hiking.

الصفات الآتية يأتى بعدها اسم:

chief, indoor, outdoor, only, outer, upper, etc.

بعض الصفات تستخدم مع the كأنها أسماء لتفيد الجمع:

old, young, blind, dead, deaf, disabled, living, sick, homeless, hungry, poor, rich, strong, weak, unemployed, middle-aged, elderly, etc.

- The rich (rich people) should help and support the poor (poor people).

2 Order of Adjectives ترتيب الصفات

	Opinion	Fact adjectives							Noun
		Size	Age	Shape	Colour	Origin	Material	Used for	
It's a	nice	small	old	square	brown	Italian	wooden	dinner	table.

وفى الغالب نستخدم صفة أو اثنتين أو ثلاث صفات فقط قبل الاسم وليس كل هذه الصفات.

a beautiful, white wedding dress

Degrees of Adjectives
درجات الصفات

- **Positive** الصفة
- **Comparative** المقارنة بين شيئين
- **Superlative** صيغة التفضيل

3 One-syllable Adjectives صفات المقطع الواحد

Positive		Comparative	Superlative	
tall	طويل	taller than	the tallest	فى المقارنة نضع
young	صغير السن	younger than	the youngest	adj. + er + than
soft	ناعم	softer than	the softest	فى التفضيل نضع
short	قصير	shorter than	the shortest	the + adj. + est
cheap	رخيص	cheaper than	the cheapest	
large	واسع	larger than	the largest	إذا كانت الصفة تنتهى
wide	عريض	wider than	the widest	بحرف e نضع r/st
Positive		**Comparative**	**Superlative**	
big	كبير الحجم	bigger than	the biggest	إذا كانت الصفة تنتهى بحرف ساكن قبله متحرك نضعف الساكن
hot	ساخن	hotter than	the hottest	
low	منخفض	lower than	the lowest	إذا كانت الصفة تنتهى بحرف W قبله o أو e نضع er/est دون تضعيف
few	قليل	fewer than	the fewest	
Two or more syllable-adjectives ending in y				
ugly	قبيح	uglier than	the ugliest	إذا كانت الصفة من مقطعين وتنتهى بحرف y قبله ساكن تقلب إلى ier/iest
easy	سهل	easier than	the easiest	
heavy	ثقيل	heavier than	the heaviest	
happy	سعيد	happier than	the happiest	
lucky	محظوظ	luckier than	the luckiest	

Examples

Positive	Comparative	Superlative
Shady is a young boy.	Shady is younger than Ehab.	Shady is the youngest boy in class/of all students.

4 More than one-syllable Adjectives صفات أكثر من مقطع

Positive		Comparative	Superlative
		more + adj + than	the most + adj
modern	حديث/عصرى	more modern than	the most modern
careful	حريص	more careful than	the most careful
expensive	غالٍ	more expensive than	the most expensive
wonderful	رائع	more wonderful than	the most wonderful
exciting	مثير	more exciting than	the most exciting
difficult	صعب	more difficult than	the most difficult
interesting	شيق	more interesting than	the most interesting
beautiful	جميل	more beautiful than	the most beautiful

Examples

Positive	Comparative	Superlative
English is an interesting subject.	English is more interesting than Spanish.	English is the most interesting subject of all languages.

5 Irregular Comparatives and Superlatives الصفات الشاذة

Positive		Comparative	Superlative
good	جيد/حسن	better than	the best
bad	سيئ/ردىء	worse than	the worst
little	قليل	less than	the least
much/many/a lot of	كثير	more than	the most
far	بعيد	farther/further than	the farthest/furthest

Examples

Positive	Comparative	Superlative
Addiction is a bad habit.	Addiction is worse than smoking.	Addiction is the worst habit in anyone's life.

لاحظ

- نستخدم المقارنة:

١) لبيان المقارنة الضمنية لشيئين حتى مع عدم ذكر أحد طرفى المقارنة.

- We need a bigger house.
- He wants a more expensive car.

٢) بين شيئين أو شخصين مع ذكر طرفى المقارنة.

- My brother is older than me.
- My car is more modern than my neighbour's.

٣) لوصف كيف يتغير الشىء وبيان الفرق بين شىء قديم وآخر حديث.

- Hala is getting taller.
- Ali is getting older and more intelligent.

لاحظ

١) استخدام هذه الصيغة comparative + comparative لبيان الزيادة المطردة فى التغيير.

- Cars are getting faster and faster.
- Computers are getting cheaper and cheaper.

٢) يمكن استخدام كلمات مثل much/a lot/a bit/a little/far/rather/even قبل صفات المقارنة سواء ....er أو more لبيان درجة ومقدار المقارنة.

- Gold is much/a lot more expensive than salt.
- Travelling by train is a little/a bit cheaper than travelling by car.

Important Notes

❶ لتساوى الصفات نستخدم as+ adj + as

as + adj. + as	عند تساوى الصفات	Chemistry is as difficult as biology.
not as/so + adj + as	عند عدم تساوى الصفات	Arabic isn't as/so difficult as biology.

❷ نستخدم no/never دائمًا فى صيغة المقارنة.

- No river in the world is longer than the Nile.
- I've never bought a faster car than Mercedes.

❸ نستخدم ever فى صيغة التفضيل آخر الجملة.

- Mercedes is the fastest car I've ever bought.

❹ نستخدم less+ adjective + than للمقارنة بين شخصين أو شيئين مع استخدام الصفة بدون إضافات.

- Silver is less expensive than gold.
- This book is less interesting than that one.
- Fiat is less cheap than Toyota.

❺ مع التركيبة الآتية نستخدم صفات المقارنة بمعنى (كلما .... كلما)

The + صفة مقارنة + اسم ......, the + صفة مقارنة + اسم

- The more books you read, the more information you get.
- The fewer mistakes you make, the higher marks you get.

❻ هناك صفات مشتركة فى النوعين فتأخذ er/est or more/the most وهى:

- clever, common, cruel, friendly, gentle, narrow, pleasant, polite, shallow, simple, stupid, quiet, etc.

simple- simpler- simplest (more simple- the most simple)

❼ هناك مقارنة نستخدم فيها the بين شيئين من نوع واحد:

The + صفة مقارنة (....er/more + adjective)

- Of the two cars this is the faster.
- Noha is the younger of two girls.

❽ نستخدم most بدون the بمعنى very قبل صفة أو حال.

- We attended a most interesting lecture. The question that is asked most often.

❾ نستخدم (of) بعد صيغة التفضيل إذا تبعها أشخاص أو فترة زمنية.

- He is the cleverest of his friends in electronics.

❿ نستخدم (in) بعد صيغة التفضيل إذا تبعها مكان .

- Cairo is the biggest city in Egypt.

⓫ لاحظ استخدام (from) مع (farthest) واستخدام (nearest) مع (to).

- Luxor is the farthest city from Cairo.
- Benha is the nearest city to Cairo.

⓬ لاحظ استخدام الصيغة الآتية the same + noun + as.

- Adel is the same age as Sameer.

13 الفرق بين later/latter/last.

later (بعد ذلك/لاحقًا)

- تشير كلمة «later» إلى وقت فى المستقبل
- Right now I'm studying my lesson, and I'll visit you later. (in the future from this moment)
- ودائمًا عندما نقول مع السلامة لشخص مع المقابلة مرة أخرى فى وقت لاحق نقول **"See you later!"**

latter (الثانى/الأخير)

- نستخدم كلمة «latter» عندما نشير إلى الثانى من شخصين أو شيئين يتم ذكرهما.
- I have fans on both Facebook and YouTube, and I have more fans on the latter.
- الأخير يعنى الثانى من الشيئين اللذين ذكرتهما للتو وهو اليوتيوب.

last (الأخير)

- آخر شىء أو شخص ولا شىء أو شخص بعده/أقرب شىء للوقت الحاضر.
- The next meeting will be held in the last week in June.
- The guard was the last person to see his boss alive.

14 الفرق بين older/elder.

elder

- نستخدم elder عندما يتعين علينا مقارنة أقدمية شخصين فيما يتعلق بالعمر وخاصة بين أفراد العائلة.
- ولا يأتى بعدها than.
- My elder sister couldn't go to school today because she missed the bus.
- Oh, so you are 3 years elder to me!
- لاحظ أن كلمة elderly صفة بمعنى كبار السن من منتصف الخمسينيات وأكثر.
- Nowadays, elderly people are healthier and more active than youngsters.

older

- تستخدم older لتشير إلى الأكبر سنًا أو الأقدم زمنًا ويمكن أن يتبعها than أو تفهم المقارنة ضمنيًا بدون than.
- We start understanding many things as we grow/get older.
- My parents are older than your parents.
- The older version of the software had many useful features than this one.

15 استخدام How + adjective or adverb أو What + adj. + noun للتعجب

How + adjective/adverb.

- How polite he is!
- How fast she types!

What + (adjective) + uncountable/plural noun.

- What horrible news!
- What lovely earrings!

What + a(n) + (adjective) + singular countable noun.

- What a beautiful girl she is!
- (Also: How beautiful a girl she is!)

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. The comparative of "sad" is ....
   a) sader b) sadder c) sadier d) more sad
2. The superlative of "deep" is ....
   a) deeper b) deepper c) deepest d) deeppest
3. The comparative of "destructive" is ....
   a) destructiver b) more destructiver
   c) destructivier d) more destructive
4. She is .... in the class.
   a) the best b) best c) better than d) as good as
5. It's better .... I thought.
   a) as b) then c) than d) like
6. I'm not as successful .... she is.
   a) than b) as c) like d) then
7. The Egyptian Book Fair is .... cultural collection in the Middle East.
   a) finer b) finest c) the finer d) the finest
8. It was .... than I expected.
   a) cheaper b) cheapest c) more cheap d) cheap
9. The underground is .... buses.
   a) more expensive b) more expensive than
   c) most expensive d) the most expensive
10. My room is .... my brother's.
    a) bigger as b) biger than c) bigger than d) biger as

Upper-intermediate

11. The weather in Africa is .... than the weather in Europe.
    a) much hot b) hoter c) hot d) hotter
12. I'm .... at mathematics than at science.
    a) good b) best c) better d) the best
13. A camel is not as .... as a giraffe.
    a) taller b) tall c) tallest d) more tall
14. She's 10 minutes .... than her twin sister.
    a) younger b) youngest c) young d) more young
15. Is it .... to be rich or to be popular?
    a) as important b) much important c) important d) more important
16. My father is a .... driver than my mother.
    a) careful b) most careful c) more careful d) much careful

17 Notebook computers are usually .... than desktop computers.
a) more expensive b) as expensive c) expensive d) much expensive
18 She does not seem as .... now as before she was married.
a) happy b) happier c) happiest d) much happy
19 English food is not as .... as Egyptian food.
a) much delicious b) more delicious c) delicious d) most delicious
20 My friend is richer than me and lives in a .... house.
a) large b) larger c) largest d) much large

Advanced

21 The .... you study for these exams, the .... you will do.
a) hard – better b) harder – better c) more - good d) much - better
22 Of the two sisters, Magda is the ....
a) old b) oldest c) eldest d) older
23 You must act without any .... delay.
a) further b) farther c) farthest d) furthest
24 Both the tiger and the leopard are cats, but the former is much larger than the ....
a) last b) latest c) latter d) later
25 .... she is! All her students respect her.
a) What a good teacher b) What good teacher
c) What good a teacher d) What a good a teacher
26 Pick out the adjective in the following sentence "I always see my friendly neighbours running fast in the club near our village".
a) neighbours b) friendly c) village d) fast
27 I think air pollution is .... more dangerous than sound pollution.
a) so b) a lot c) many d) a lot of
28 As I ran, my leg got .... tired.
a) less and more b) most and most
c) more and more d) many and much
29 One sentence gives the same meaning as:
"To me, Physics is a difficult subject, but English is easy."
a) I find physics more difficult than English.
b) I find physics much easier than English.
c) I find physics as difficult as English.
d) I find English more difficult than physics.
30 One sentence is grammatically correct:
a) What is the world's popular sport? b) What is the world's most popular sport?
c) What is the world's better sport? d) What is the world's more popular sport?

Definite and Indefinite Articles أدوات النكرة والمعرفة

• أداة النكرة هى الأداة التى تستخدم قبل: (١) الاسم (٢) النكرة (أى ليس به أل التعريف) (٣) المفرد الذى يعد.

• أداة التعريف هى الأداة التى تستخدم قبل الاسم لتجعله معرفًا بأل. (ليس شرطًا أن يكون الاسم يعد أو لا يعد أو مفردًا أو جمعًا)

ملحوظة هذا الدرس هام جدًا للغة الإنجليزية، فلا يستطيع شخص أن يتحدث أو يكتب جملة صحيحة إلا إذا أتقن النكرة والمعرفة.

The Indefinite articles " A / An" أدوات النكرة

a + صوت ساكن (b/ d/ f/ p/ m/ etc.) - قبل الاسم النكرة المفرد المبدوء بصوت ساكن

an+ صوت متحرك (a/ e/ i/ o/ u) - قبل الاسم النكرة المفرد المبدوء بصوت متحرك

Usage الاستخدام

١- مع الأسماء المعدودة بعد v-to be

1. He is a tall boy. It's an egg.

٢- مع تعبيرات مثل a week/ a month/ a year

2. She goes shopping twice a month.

٣- بمعنى one لشىء غير محدد

3. He has bought a mobile phone.

٤- مع one التى قبلها صفة.

4. I'm looking for a flat. I want a big one.

٥- مع التعبيرات الدالة على الوقت والمسافة والوزن ويمكن استخدام one محلها.

5. He paid a/one hundred pounds for the camera.
   We need a/one kilo of tomatoes.

٦- عند ذكر شىء لأول مرة.

6. A bird can work in a team.

٧- للإشارة إلى وظيفة شخص.

7. She is a civil engineer.

Notes ملاحظات

① نستخدم a مع الكلمات التى لها صوت ساكن ولو كان الشكل يبدأ بمتحرك مثل:

• A uniform/a unit/a union اتحاد /a university/a European country/a useful book.

- ولو تأملت كل الكلمات التى بعد a وتبدأ بحرف u تجد أن هناك اختلافًا بينها وبين حرف الـ U فى حالة كونه صوتًا متحركًا مثل umberlla.

- وتأمل المثال الآتى: a usual day / an unusual day فهل نطق حرف u فى الأولى مثل الثانية؟

② نستخدم an مع الكلمات التى لها صوت متحرك ولو كان الشكل يبدأ بساكن مثل:

• An hour / an honest man رجل مخلص / an honourable person شخص موقر

③ تختص a/an بالأسماء ولكن إذا وجدنا صفة للاسم نضعهما قبل الصفة مثل:

• She offered me a nice present on my birthday.
• It's an easy lesson.

The definite article " The" أداة التعريف

- أداة التعريف هى إضافة (ال) للكلمة وتأتى مع الأسماء المعدودة وغير المعدودة .

• The woman, the trees, the music, the water, etc.

- من المتعارف عليه أنه إذا وجدنا (ال) نستخدم the مثل:

• The boy is looking at the window. - الولد ينظر إلى النافذة

- ولكن هناك كلمات بها (ال) ولا تأخذ the وهذا هو اهتمامنا الآن لأن هذا هو الشاذ الذى يجب حفظه:

"The" is not used لا تستخدم مع الآتى

1. مع الأسماء الجمع والمفرد الذى لا يعد عندما تشير إلى شىء عام (غير مخصص).

• Trees give us shade. تعطينا الأشجار الظل (الأشجار كلمة عامة والظل أيضا غير مخصص)

• Water is necessary for life. الماء ضرورى للحياة (الماء اسم عام مفرد لا يعد، والحياة كذلك)

• The water of the Nile is polluted. هنا خصصنا الماء بماء النيل (ليس الماء العام)

2. مع الأسماء المعنوية العامة (الاسم المعنوى لا يحس ولا يمس ولا يرى).

• Freedom is all peoples' hope.

• A lot of money is spent on education and health.

3. مع أسماء القارات والبلاد والمدن والشوارع والحدائق والجبال المفردة والجزر المفردة والبحيرات المفردة والمحطات والكبارى

• Africa, Algeria الجزائر, Cairo, Abassia street, Mount Everest, lake Victoria, Maadi station, Tower bridge, etc.

4. مع أسماء الشخصيات وما يتعلق بها من ألقاب.

• Tarek is my friend. Dr./ professor/ Mr./ Lord/ President/ Tarek.

5. مع كلمات school, bed, hospital, university, court, prison, home, sea, college إذا كانت للغرض الرئيسى الذى بنيت من أجله أما إذا كانت للزيارة مثلا تأخذ the.

• John was in prison. (a prisoner).

• His mother went to the prison to see him. (a visitor)

6. مع الألعاب الرياضية والأنشطة والأيام والشهور والاحتفالات والألوان والمشروبات واللغات إذا لم تتبع بكلمة language.

• I speak English.

• The English language is spoken all over the world.

• I'm meeting him on Monday.

• Football is my favourite sport.

• I prefer green to yellow.

• I usually have tea in the morning.

7. مع وسائل المواصلات.

• by (plane/car/train/bus)

8. مع الوجبات الرئيسية المتعارف عليها فى أوقاتها.

• Lunch is my main meal.

• Don't call them now ; they will be having dinner.

9. مع المواد الدراسية وكلمة work والمواد الخام وفصول السنة (اختيارى).

• We always go to Alex. In (the) summer.

• Chemistry is easier than Biology.

• Gold is more expensive than silver.

• I go to work at 8 am.

لاحظ أى اسم يُخصص يأخذ the سواء كان معدودًا أو غير معدود.

"The" is used with تستخدم مع الآتى

1. الاسم المفرد الذى يشير إلى فصيلة أو شىء عام.
فهنا نقصد فصيلة الزراف وليست واحدة بعينها.
- The giraffe lives in Africa.
- The lion is a wild animal. (We mean all lions.)
  = Lions are wild animals.

2. عند ذكر الاسم للمرة الثانية
- I bought **a** shirt and **a** pair of shoes but the shirt is expensive.

3. مع الأشياء الفريدة the sun / the moon / the earth

4. مع أسماء الأنهار والبحار والمحيطات والصحارى وسلاسل الجبال والجزر الجمع والبحيرات الجمع.
- the Nile/ the Red Sea / the Pacific Ocean / the Alps/ the Sahara/ the Great Lakes.

5. مع أسماء البلاد المركبة التى بها كلمات: مملكة، ولاية، إمارة أو جمهورية.
- the U.S.A. / the A.R.E. / the K.S.A. / the U.K

6. مع الأدوات الموسيقية the piano / the violin /the lute

7. مع أسماء الفنادق والمسارح والسينمات والسفن والمنظمات والجرائد والمتاحف.
- the Sheraton Hotel / the UN / the Times/ the Louvre

8. أسماء الجنسيات وأسماء العائلات the Egyptians / the Johnsons

9. مع الألقاب التى لم يذكر الاسم معها.
- the queen / the president / the professor

10. مع كلمات morning / afternoon/ evening/shop/ library/ city / cinema/ station

11. مع صفات التفضيل the longest / the most / the shortest/ the healthiest / the best

12. مع الصفات بدون اسم فتحولها إلى جمع
- the poor الفقراء / the rich الأغنياء / the young الشباب / the sick المرضى / the dead الموتى

13. مع الاختراعات the computer/ the internet / the radio / the television

14. مع التركيبة الآتية مع صفات المقارنة بمعنى (كلما .... كلما)
- The faster you run, the earlier you arrive.

15. مع الأسماء التى تحدد غالبًا بالأسماء الموصولة which / who / that, etc.
- The thief who stole the money was sent to prison for life مدى الحياة .

16. هناك بلاد شاذة تأخذ the مثل:

the Sudan / the Netherlands

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. I have bought .... new computer.
   a) a b) an c) the d) no article
2. My uncle, who is .... architect, is working on this hotel.
   a) a b) an c) the d) no article
3. He had a dream last night. In .... dream he was ten metres tall.
   a) a b) an c) the d) no article
4. I'd like to buy a car, but .... cars are so expensive.
   a) a b) an c) the d) no article
5. Magid enjoys swimming. He goes to the swimming pool three times .... week.
   a) a b) an c) the d) no article
6. The journey by train takes .... hour.
   a) a b) an c) the d) no article
7. You must never look at .... sun.
   a) a b) an c) the d) no article
8. .... Europe is the second smallest continent in the world.
   a) A b) An c) The d) No article
9. We had .... exciting holiday. It was better than the one we had last year.
   a) a b) an c) the d) no article
10. If you want an apple, there are many on .... table.
    a) a b) an c) the d) no article

Upper-intermediate

11. Carpenters use .... glass and wood to make windows.
    a) a b) an c) the d) no article
12. Mohamed's father went to .... school to see his teacher.
    a) a b) an c) the d) no article
13. The president visited .... prison and spoke to some of the prisoners there.
    a) a b) the c) one d) no article
14. I like these three pairs of trousers. Which .... do you like best?
    a) one b) an c) the d) no article
15. I want to go to university when I leave .... school.
    a) a b) an c) the d) no article
16. My friend works in .... hospital in Cairo.
    a) a b) an c) the d) no article

17 .... children in Lord of the Flies are cruel to each other.
a) A b) An c) The d) No article

18 France is part of .... European Union.
a) a b) the c) an d) no article

19 My Father became .... professor in 1990.
a) a b) an c) the d) no article

20 The criminal was taken to .... prison.
a) a b) an c) the d) no article

Advanced

21 I asked Ali to buy me .... writing paper.
a) some b) a c) the d) an

22 Close .... eye, and then the other.
a) a b) an c) the d) one

23 I had to go to hospital for .... X-ray.
a) one b) an c) the d) some

24 She dreamt of .... future where she could have her own flat.
a) one b) the c) a d) no article

25 Saber works as a security guard at .... university.
a) some b) the c) no article d) an

26 We're having .... dinner to welcome the new manager.
a) few b) no article c) the d) a

27 When his family moved to Cairo, Ali went to .... school in Nassr City.
a) some b) the c) a d) no article

28 I had .... interesting experiences while I was travelling.
a) a b) an c) much d) some

29 Which one of the following is grammatically correct?
a) The criminal went to the prison for three years.
b) In my city, the prison is next to a big farm.
c) My uncle has been working in prison for 10 years now.
d) All of the above are correct.

30 Which one of the following isn't grammatically correct?
a) Children, it's time for you to go to bed.
b) She screamed صرخت because she found a spider in the bed.
c) The child is lying beside bed.
d) The bed I have just bought is of a good material.

Subject-verb agreement توافق الفعل مع الفاعل

1 Countable nouns الأسماء المعدودة

الاسم الذى يعد تسبقه (a – an) فى المفرد وتحذفان فى الجمع ونضيف s/es/ies الجمع، أو أن يكون الجمع شاذًا فلا يأخذ s .

a pen	قلم	pens	a man	رجل	men
a watch	ساعة	watches	a foot	قدم	feet
a baby	رضيع	babies	a mouse	فأر	mice
a leaf	ورقة	leaves	a means	وسيلة	means
a child	طفل	children	a species	فصيلة /نوع	species

2 Uncountable nouns الأسماء غير المعدودة

الأسماء التى لا تعد تعامل معاملة المفرد ولا تجمع أى تأخذ is/has/was/does/ s/es مع الفعل.

1. food الطعام
• meat - cheese - rice - sugar

2. liquids السوائل
• water - oil - coffee - petrol - milk - soup

3. materials المواد
• wood - plastic - glass - paper

4. abstract nouns الأسماء المجردة
• knowledge - beauty - freedom- justice العدل

5. School subjects المواد الدراسية
• physics - chemistry - mathematics - history, etc.

6. Other nouns:
accommodation/ advice/ applause الهتاف/ assistance/ baggage/ camping/ cash/ chaos الفوضى/ chess/ clothing الملبس/ conduct السلوك/ courage/ cutlery أدوات المائدة/ dancing/ dirt/ employment/ equipment/ evidence دليل/ fun/ furniture/ harm/ health/ homework/ housing/ information/ leisure وقت الفراغ/ litter/ luck/ luggage/ machinery/ money/ mud/ music/ news/ nonsense/ parking/ pay/ permission/ photography/ poetry/ pollution/ produce/ progress/ publicity شهرة/ إعلانية/ research/ rubbish/ safety, scenery/ shopping/ sightseeing الأماكن السياحية/ sunshine/ transport/ violence/ weather/ work/ traffic/ anger/ blood/ bread/ business/ education/ gold/ help/ laughter.

3 Nouns which are always countable أسماء دائما جمع

People/ police/ cattle ماشية**/ goods** بضائع**/ belongings** ممتلكات/
clothes/ looks نظرات**/ earnings** أرباح**/ outskirts** الضواحى**/ riches** ثروات/
stairs سلالم**/ greens** خضراوات**/ surroundings** البيئة المحيطة

- **People are** asked to love their country.
- Be careful. **The stairs are** very slippery.

4 Nouns ending in(s) but singular كلمات تنتهى بـ (s) لكنها مفرد

athletics الألعاب الرياضية**/ news/ economics** الاقتصاد**/ politics** السياسة/
mathematics علم الحساب**/ physics** الفيزياء**/ gymnastics** الألعاب الرياضيَّة/ جُمْباز/
statistics إحصائيات**/ classics** الأدب اليونانى القديم**/ electronics/ diabetes** مرض السكر/
measles الحصبة

- Diabetes is a serious disease in which there is too much sugar in your blood.
- The news isn't very encouraging.
- Physics is a very difficult subject.

5 Nouns which refer to groups أسماء تشير إلى مجموعات

team فريق**/ class** فصل**/ army** جيش**/ company** شركة**/ staff** هيئة**/ crew** طاقم/
crowd حشد**/ family / gang** عصابة**/ group** مجموعة**/ navy** البحرية**/ population**
سكان **/ club** نادٍ**/ university** جامعة**/ the public** العامة**/ audience** جمهور/
couple زوج**/ the couple** جمع الزوجين**/ committee** لجنة

- معظم الأسماء التى تُشير إلى مجموعات يمكن أن يُستخدم معها فعل مفرد أو جمع.

- There are 32 teams in the world cup and our team is one of them.
- The Egyptian team are receiving the medals.

6 Nouns which are (countable and uncountable) أسماء لا تعد لها معنى وتعد بمعنى آخر

coffee	بن/قهوة	a coffee	فنجان قهوة	hair	الشعر	a hair	شعرة
light	النور/الضوء	a light	مصباح	paper	ورق	a paper	صحيفة
time	وقت/زمن	times	مرات	orange	اللون البرتقالى	an orange	برتقالة
chicken	لحم الفراخ	a chicken	فرخة	glass	الزجاج	a glass	كوب
iron	الحديد	an iron	مكواة	cold	البرد عمومًا	a cold	نزلة برد
school	الدراسة	a school	مدرسة	experience	خبرة	an experience	تجربة
wood	خشب	woods	الغابات	room	فراغ	a room	حجرة

- Einstein changed the way we think about space and time.
- I phoned him three times مرات yesterday.
- My five-year-old sister will start school in September. المدرسة/ الدراسة (لا تعد)
- The government is going to build a school in this area. مدرسة (تعد)

7 Nouns which look plural but they are singular أسماء تبدو جمعًا لكنها مفرد

- المبالغ المالية والمسافات والكميات والوقت ودرجات الحرارة والوزن تبدو جمعًا ولكنها مفرد.

- 2 thousand pounds isn't enough for a family to live on.
- Fifty litres of petrol fills my car.
- Two hours is a long time to wait.
- 500 kilometres is a long way to travel.
- Fifty degrees is a very high temperature.
- Five kilometres is a long way to walk if you are carrying a heavy bag.

• ولكن لاحظ أننا نقول:

- Three one-pound coins are on the desk.

- ثلاث عملات معدنية من فئة الجنيه (هذه التركيبة تعامل جمعًا).

8 How to make the uncountable noun countable كيف تجعل الذى لا يعد يعد؟

• يمكن استخدام أدوات تجزئة مع الكلمات التى لا تعـد وفى حالة الجمع تجمع أداة التجزئة مثل:

a piece of jewellery	قطعة مجوهرات	an item of information	بند من المعرفة
a glass of lemonade	كوب ليمون	a bottle of milk	زجاجة لبن
a bar of chocolate	قطعة شيكولاتة	a piece of furniture	قطعة من الأثاث
a piece of advice	نصيحة	a tube of toothpaste	أنبوبة معجون أسنان
a jar of jam	برطمان مربى	a bar of soap	قطعة صابون
a piece of luggage	أحد الأمتعة	a slice of cake/meat	شريحة كيك/ لحم
a loaf of bread	رغيف عيش	a cup of coffee	فنجان قهوة
a sheet /a packet of paper	فرخ/رزمة ورق		

Countable and uncountable nouns with some adjectives and determiners

- الأسماء المعدودة وغير المعدودة مع بعض الصفات والكلمات المحددة مثل: **some/ much/ all, etc.**

Countable		Uncountable	Examples
☑	all	☑	**e.g.** All cats are animals. They have eaten all the food.
☑	most	☑	**e.g.** Most students are absent. I like most Egyptian food.
	much	☑	**e.g.** I don't need much tea. How much time have we got?
☑	many		**e.g.** He doesn't need many shirts. How many books did you buy?
☑	a lot of	☑	**e.g.** There were a lot of people at the meeting. There was a lot of rain.
☑	plenty	☑	**e.g.** I've plenty of time/chances.
☑	some	☑	**e.g.** Some of his books are exciting. We need some butter. Would you like some tea? (offer) العرض
☑	any	☑	**e.g.** Do you want any books? فى السؤال I don't need any books/ water. فى النفى
☑	several		**e.g.** Several buildings were damaged by the explosion.
	a little	☑	**e.g.** They have a little money. (قليل ولكن يكفى)
	little	☑	**e.g.** They have very little money. (not enough (لا يكفى)
☑	a few		**e.g.** I knew a few of the people there. = some قليل ويكفى للعدد
☑	few		**e.g.** Few people came to the meeting, so we postponed it. قليل ولا يكفى
☑	none	☑	**e.g.** None of the trains is/ are going to Assuit. لا أحد None of the information given to me was helpful. لا شىء

ملاحظات

❶ بعض الأسماء التى لا تُـعد يمكن أن تسبقها الأداة a/an إذا جاءت قبلها الصفة:

- She had a good education.
- We had a wonderful lunch yesterday.

❷ تستخدم أداة التعريف the مع الاسم المفرد أو الجمع المخصص الذى لا يشير إلى شىء عام

- The water of the Nile is used for irrigation and producing electricity.
- The people in our street are friendly and neighbourly.

❸ تستخدم كلمة some أحيانًا للدلالة على بعض الشىء وليس أشياء كثيرة .

- I wrote my address on some paper and gave it to my colleague.

❹ يأتى بعد one of اسم جمع لأن معناها واحد من شىء كثير معدود.
أو اسم من الأسماء التى تشير إلى المجموعات collective nouns ونستخدم الفعل بعدها مفردًا.

- One of the criminals admitted committing the crime so all of them were hanged.
- One of our team is leaving to Paris tomorrow.

❺ كلمات gloves/ trousers/glasses تعامل معاملة الجمع أما إذا جاء قبلها كلمة a pair of تعامل معاملة المفرد.

- My trousers are of a good material and they don't cost much.
- A pair of trousers is very expensive if it is imported from abroad.

❻ تعامل كلمة a number of معاملة الجمع بينما كلمة the number تعامل معاملة المفرد.

- A number of my friends are coming to the party tomorrow.
- The number of cars in the street is increasing in an incredible rate.

❼ يمكن استخدام a lot of / lots of بنفس المعنى للمعدود وغير المعدود.

- We have got a lot of / lots of work to do.

❽ تستخدم كلمة plenty of بمعنى كثرة من/وفرة من للمعدود وغير المعدود.

- Plenty of students applied for the course.

❾ أسماء الكتب وأسماء الجرائد والأفلام والمسرحيات تعامل معاملة المفرد حتى ولو كانت جمعًا.

Ex: "Gulliver's Travels" was written by Jonathan Swift.

Ex: "The Times" is a famous English paper.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. .... students applied for the course.
   a) Too little b) Several c) Too much d) A lot
2. There .... a lot of people at the party last night.
   a) is b) was c) were d) are
3. Much progress .... made in the field of industry.
   a) were being b) have c) has been d) are
4. Your advice .... me in my work.
   a) helps b) help c) are helping d) have helped
5. There is .... clothing factory near our house.
   a) a lot of b) a c) some d) any
6. .... of my friends came to my birthday party, even though I invited them all.
   a) Any b) A few c) Much d) A lot
7. The police .... fighting terrorism and so is the army.
   a) was b) be c) are d) is
8. The boss showed .... enthusiasm about our project.
   a) many b) much c) any d) a few
9. There .... too much traffic on the road today.
   a) are b) is c) have d) have been
10. Politics .... an interesting subject for us.
    a) is b) were c) are d) have been

Upper-intermediate

11. Clothes made of silk .... rather expensive.
    a) is b) are c) was d) has been
12. How many .... did you visit our country?
    a) time b) timing c) times d) timed
13. The man went to the newsagent to buy ....
    a) a paper b) paper
    c) a packet of paper d) sheet of paper
14. You needn't worry, there is .... of time.
    a) a little b) a few c) some d) plenty

15 These trousers .... very old. You should buy a new pair.
a) is b) are c) has been d) was

16 There are .... things you can do to help us.
a) several b) little c) much d) any

17 How .... packets of paper would you like to buy?
a) few b) many c) little d) much

18 A large amount of food .... put inside the fridge.
a) were b) have c) are d) was

19 The furniture in this flat................ tasteful.
a) were b) are c) have d) is

20 Lightning .... in the sky during the day.
a) don't appear b) doesn't appear
c) aren't appeared d) haven't appeared

Advanced

21 I'm reading .... Anthony Hope novel. It's really exciting.
a) an b) a c) no article d) the

22 Ten minutes .... Let's wait five more.
a) pass b) have passed
c) passes d) has been passed

23 It is not the teacher of Maths that I hate; I hate mathematics ....
a) myself b) themselves
c) itself d) alone

24 Two kilometres .... not a long way to walk. We needn't take a tuk-tuk.
a) are b) is c) were d) was

25 There's .... dollars in my wallet. Take one and leave the other one for your brother.
a) some b) a few c) two d) a couple of

26 The number of books in the library .... risen to over five thousands.
a) has b) are c) were d) have

27 I watched .... interesting news on Nile news Channel.
a) an b) one c) many d) some

28 **A:** .... coffees have you drunk today? **B:** Two cups.
a) How many b) How much c) How often d) How more

29 It has cost Ali much money to buy .... pair of trousers.
a) this b) these c) those d) there

30 There are two or three .... things to look at.
a) few b) little c) a few d) many

Conditional sentences

1) The Zero Conditional

Type (0) | If / When | Present simple (مضارع بسيط) , | Present simple (مضارع بسيط)

تعبر الحالة الصفرية عن الحقائق والظواهر الطبيعية (شىء لا نتحكم فيه).

- If you drop something, it falls to the ground.
- If we heat air, it rises.

Active	Passive
If we heat ice, it melts. If we boil water, it evaporates. If we freeze water, it solidifies.	Ice melts if it is heated. Water evaporates if it is boiled. Water solidifies if it is frozen.

يمكن أن نستخدم (when) بدل if في الحالة الصفرية فقط.

2) The First Conditional

Type (1) | If | Present simple (مضارع بسيط) , | Subj. + will / may / can / should للنصيحة + inf. (باقى الجملة + فعل أمر)

تعبر الحالة الأولى عن حدث محتمل فى المضارع او المستقبل .

- If you finish work early, we'll go for a walk.
- If she posts the invitations today, they will arrive on time.
- If he doesn't repay the debt, he'll go to prison.

نستخدم (should) للنصيحة أو الاستحباب و (have to) للوجوب والإلزام.

- If you want to get high marks, you should study hard.
- If you lose your credit card, you have to ring the bank.

يمكن استخدام may للاحتمال و can للاستطاعة.

- If you speak English well, you may get this job.
- If you need a ticket, I can get you one.
- If there is an airport here, we will be able to (can) travel abroad easily.

تعبر الحالة الأولى عن وعد أو أمنية أو تهديد:

- If you come first in the English test, I will give you this good camera.
- If I win the gold medal, I will be very famous.
- I won't lend you any money if you insist on spending it carelessly.

يمكن أن يبدأ جواب الشرط فى الحالة الأولى بأمر (مصدر) أو نهى:

- If you finish your work early, help your brother.
- If Samy visits you, don't tell him about our meeting.

3 The Second Conditional

Type (2) — If + Past simple (ماض بسيط) , Subj. + would / might / could + Inf.

تعبر الحالة الثانية عن حدث غير محتمل فى المضارع أو المستقبل.

- If the sun didn't give us heat and light, we would die.
- If I had a lot of money, I would travel around the world.
- She would pass the exam if she ever studied. (She never studies, so this won't happen)
- If my father were a student, he would realise how much I suffer. (He isn't a student)
- If I were you, I wouldn't go out with that man. (Giving advice)

4 The Third Conditional

Type (3) — If + Past perfect (ماض تام) , Subj. + would / could / might + have + P.P

تعبر الحالة الثالثة عن حدث مستحيل أو ندم لأن الحدث تم فى الماضى وانتهى.

- If It had continued raining, the town would have flooded. (It didn't continue raining.)
- Amira wouldn't have overslept if she had set the alarm clock.
  (She didn't set the alarm clock.)
- If I hadn't missed the interview, I might have got the job. (I missed the interview).
- If they had played well, they would have won the match.
  (They didn't play well so they didn't win the match.)

Unless – Without – In case

Unless لو لم	+	فعل الشرط (جملة مثبتة)	,	جواب الشرط (جملة مثبتة أو منفية)
Unless		he had phoned me	,	I wouldn't have visited him.

In case of فى حالة	+	Noun v-ing	In case of emergency الطوارئ, call the police.
Without بدون			Without your apology, I won't speak to you again.
But for لولا			But for Hany's illness, he'd have got the job.

يمكن استخدام (Unless) بدلا من (If) فى كل الحالات:

- Unless you come first in the test, I won't give you this good camera.
- Unless he came late, I wouldn't punish him.
- Unless they had taken a taxi, they would have been late.

تستخدم (in case of) وبعدها اسم يدل على تنظيمات أو إجراءات رسمية أو تعليمات.

- In case of bad weather, the wedding will be held indoors.

يمكن استخدام (but for - without) فى حالة الشرط المنفى.

- Without the firemen's efforts, the house would have been burnt.

لاحظ استخدام in case بدون of.

- Take this money in case you need it. فى حالة / ربما (يتبعها جملة)

بدائل If

يمكن استخدام بشرط (provided – on condition) و طالما (as long as) بدلًا من (If) كالآتى:

- Provided you study harder, you will come first in the test.
- You can have my car as long as you have a driving licence.

يمكن استخدام (Should) بدلًا من (If) فى الحالتين الأولى والثانية وبعدها المصدر :

- Should he receive my call, he will (would) come immediately.

يمكن استخدام (were) بدلًا من (if) فى الحالة الثانية فقط.

- If I were younger, I'd play football with you.
- Were I younger, I'd play football with you.

إذا كان فعل الجملة فعلًا آخر غير (were) نستخدم (were) ثم الفاعل ثم (المصدر + to).

- If it rained, the match would be postponed.
- Were it to rain, the match would be postponed.

يمكن أن نستخدم (had) بدلًا من (if) فى الحالة الثالثة.

- If he had played well, he would have won.(حالة ثالثة)
- Had he played well, he would have won.

The Mixed Conditional (للفائقين)

يمكن دمج الحالتين الثانية والثالثة إذا كان المعنى يتعلق بالماضى والمضارع معًا.

- If you had planned things at the start, you wouldn't be in this mess now.

لو خططت للأشياء من البداية (ماضٍ) لم تكن فى هذه الفوضى الآن(مضارع).

- If you hadn't left all these dirty dishes, the place would look a bit tidier.

لو لم تترك كل هذه الأطباق المتسخة (ماضٍ) لكان المكان يبدو أكثر ترتيبًا الآن (مضارع)

Exercises

Match the parts of the sentences.

If he hadn't slept late,	a.	provided that he is not too busy.	1. c
He would go by plane	b.	unless it rains	2.
I would have bought it	c.	he wouldn't have missed the train	3.
We will go to the beach tomorrow.	d.	if I'd had enough money.	4.
You can see the boss	e.	if it was cheaper	5.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. You won't understand the story if you .... the book.
   a) will finish b) had finished c) finished d) finish
2. If you don't take your medicine, you .... better.
   a) wouldn't get b) won't get
   c) don't d) wouldn't have got
3. What would you do if he .... the truth.
   a) knew b) had known
   c) has known d) would know
4. If we invited you, ...?
   a) do you come b) will you come
   c) would you come d) would you have come
5. What would you do if you .... a millionaire?
   a) are b) had been c) would have d) were
6. If he .... his exams, he would have got a good job.
   a) failed b) hasn't failed
   c) hadn't failed d) would fail
7. What would have happened if the passenger .... her mobile phone?
   a) didn't have b) had not had
   c) doesn't have d) won't have
8. If he .... on talking, he will never learn anything.
   a) insists b) insist
   c) had insisted d) insisted
9. If she hadn't been exhausted, she .... home early.
   a) won't go b) wouldn't have gone
   c) would have gone d) would go
10. If the weather were nice today, we .... out for a walk.
    a) would have gone b) go
    c) will go d) would go

Upper-intermediate

11 If I have a headache, I .... a cup of tea. It always makes me feel better.
a) drink b) will drink c) would drink d) drank

12 If I need advice about my life, I usually .... to my mother.
a) would talk b) talk c) had talked d) will talk

13 If you go out, ... the porter to bring me the keys.
a) will tell b) would tell c) tell d) won't tell

14 If he read the newspapers, he .... what is happening in the world.
a) had known b) knew c) will know d) would know

15 If you had a good job, you .... some money.
a) would have saved b) might save
c) are going to save d) may save

16 .... she had locked the car, it wouldn't have been stolen.
a) Unless b) In case c) If d) Without

17 .... her bravery, the thieves would have taken all our money.
a) Without b) Had c) Should d) If

18 If people lived on the moon, they .... tired and bored.
a) would have been b) are
c) will be d) would be

19 .... they had much time, they would have studied better.
a) Were b) Had c) If d) Have

20 You must take an umbrella .... it rains.
a) in case of b) unless c) in case d) without

Advanced

21 If he sold the five feddans, he would be rich and .... a new house.
a) bought b) buy c) will buy d) buys

22 If I .... enough money in my twenties, I .... around Europe. But, unfortunately, I was broke.
a) had/would backpack b) had had/would backpack
c) had had/would have backpacked d) have/will backpack

23 .... studying Latin bothers you, you can stop it.
a) If b) Without c) In case of d) But for

24 .... emergency, I will have to go to work on feasts.

a) But for
b) Without
c) In case of
d) If

25 If there is an airport near our house, we .... travel easily.

a) might
b) should
c) will be able to
d) have to

26 If I .... a car, I .... you a lift.

a) had / would have given
b) had / would have to give
c) had had/ would have to give
d) had had/ would give

27 What .... if you .... enough money?

a) did you do / had
b) had you done / had had
c) would you have done / had had
d) would you do / had had

28 One answer of the following is grammatically correct:

a) If you want to buy a good carpet, you might go to Al Hussein Market.
b) If you want to buy a good carpet, go to Al Hussein Market.
c) If you want to buy a good carpet, you would go to Al Hussein Market.
d) If you want to buy a good carpet, will go to Al Hussein Market.

29 One answer of the following is grammatically incorrect:

a) If we boil water to 100°c, it evaporates.
b) If water is boiled to 100°c, it evaporates.
c) If water boils at 100°c, it evaporates.
d) If water boils at 100°c, it is evaporated.

30 One answer of the following is grammatically correct:

a) Unless I were a doctor, I couldn't help you.
b) Unless I were a doctor, I could help you.
c) Unless I weren't a doctor, I couldn't help you.
d) If I were a doctor, I couldn't help you.

Wish / If only

Wish & If only	+ past simple ⟶ refers to the present	
	+ past perfect ⟶ refers to the past	
	+ would/could ⟶ refers to the future	

❶ نستخدم wish + past simple للتمنى أو الندم فى المضارع بخصوص موقف نتمنى أن يكون مختلفًا.

- I wish he were/was with us now.
- I wish I lived near my school.

بعد wish نستخدم were/was مع I/he/she/it و were فقط مع they/we/you

❷ نستخدم wish + could للتمنى أو الندم فى المضارع بخصوص عدم القدرة على فعل شىء.

- I wish he could know Spanish.
- I wish I could make my own clothes.

❸ نستخدم wish + past perfect للندم عن شىء حدث أو لم يحدث فى الماضى.

- I wish he hadn't insulted his friend.

❹ نستخدم wish + would/could للتعبير عن الرغبة فى تغيير مستقبلى غير محتمل الحدوث أو الرغبة فى التعبير عن عدم الرضا أو الحزن.

- I wish they would build a new station near my home.

❺ نستخدم could مع كل الضمائر ونستخدم would مع كل الضمائر ما عدا I/We.

- If only he would help me.
- I wish I could play squash.

❻ عند استخدام wish وبعدها would لابد أن يكون الفاعلان مختلفين مثل:

- He wishes he could play tennis.
- ~~He wishes he would play tennis.~~

❼ تعبر could بعد wish عن عدم القدرة وتعبر would عن عدم الرغبة

- I wish my son would drive my car. (He doesn't want to ...)
- I wish my son could drive my car. (He can't drive ...)

❽ نستخدم (could have + P.P.) بدلًا من الماضى التام للتعبير عن (ندم) عن موقف فى الماضى.

- If only I could have studied French at university. I know English only.

❾ إذا لم يوجد فاعل بعد wish يأتى to + inf.

- My brother wishes to have a better job.

Exercises

Choose the correct answer a, b, c or d:

1. I wish my flat .... big enough to have a party.
   a) is b) would be
   c) will be d) were
2. Omnia wishes she .... all that money on new clothes.
   a) will spend b) could spend
   c) hadn't spent d) spends
3. Ali wishes he .... a basketball player but he is short.
   a) is b) were
   c) had been d) are
4. I wish I .... to Ahmed's wedding last week as he is angry with me.
   a) had gone b) went
   c) would go d) will go
5. My hope is to be a doctor. I wish I .... a doctor.
   a) had been b) am
   c) would be d) could be
6. I can't concentrate. I wish they .... this music down.
   a) had turned b) have turned
   c) would turn d) turn
7. He is an engineer but he wishes he .... medicine at university.
   a) studied b) had studied
   c) would study d) will study
8. I missed the train to Assuit. I wish I .... it.
   a) had caught b) caught
   c) catch d) would catch
9. I usually visit China but I wish I .... their local food.
   a) had liked b) like
   c) would like d) liked
10. I regret going to the final match . I wish I .... there.
   a) didn't go b) wouldn't go
   c) hadn't gone d) won't go

Relative clauses جمل الوصل

- هى الجمل التى تستخدم فيها ضمائر الوصل للربط بينها، وضمائر الوصل هى:

when	where	whose	which/that	whom	who/that
للزمان	للمكان	للملكية	لغير العاقل	للمفعول العاقل	للفاعل والمفعول العاقل

- تحل ضمائر الوصل بدل الاسم أو الضمير المكرر فى الجملة الثانية.
- يأتى ضمير الوصل بعد الاسم المراد وصله مباشرة.

1 اسم عاقل + who/that الذى/التى/الذين + verb

- تحل (who/that) محل الفاعل العاقل المكرر فى الجملة الثانية ويأتى بعدهما فعل.

- Mr Said is very rich. He owns this enormous house.
- Mr Said, who ~~(He)~~ owns this enormous house, is very rich. (بعدها فعل فهى فى محل فاعل)
- The footballer has been banned from playing again. He took drugs.
- The footballer who/that ~~(He)~~ took drugs has been banned from playing again.

- فى الجملة الأولى Mr Said اسم علم فجملة الوصل التى بعده تعتبر معلومة زائدة extra information فالجملة الأصلية Mr Said is very rich تؤدى معنى تامًا بمفردها ولا نضع that هنا ونضع comma.
- فى الجملة الثانية جملة الوصل ضرورية لإتمام المعنى لمعرفة من اللاعب الذى منع من اللعب، وهنا تسمى جملة الوصل defining وهنا يمكن استخدام that وعدم وضع comma.

2 اسم عاقل + who/whom/that الذى/التى/الذين + subject

- تحل (who /whom/that) محل المفعول العاقل المكرر فى الجملة الثانية ويأتى بعدهم فاعل.

- The woman was happy. We gave ~~her~~ the money.
- The woman who/whom/that we gave the money was happy.
- The people were very friendly. We met ~~them~~ at the party.
- The people who/whom/that we met at the party were very friendly. بعدها فاعل فهى محل مفعول
- Ahmed is my neighbour. I go to school with him.
- Ahmed, who/whom I go to school with, is my neighbour.

- لاحظ عدم وضع that لأن الجملة بها comma لأن جملة الوصل non-defining ولاحظ أيضًا أن حرف الجر with لم يأت قبل ضمير الوصل فإذا جاء قبل ضمير الوصل لا نستخدم إلا whom.

- Ahmed, with whom I go to school, is my neighbour.

3 اسم غير عاقل + which/that + الذى/التى/الذين + verb/subject

- تحل (which/that) محل الفاعل أو المفعول غير العاقل المكرر فى الجملة الثانية.
إذا كانتا فى محل فاعل يأتى بعدهم فى الربط فعل وإذا كانتا فى محل مفعول فيأتى بعدهما فاعل.

- The food went bad. ~~It~~ was left out of the fridge.
  The food which/that was left out of the fridge went bad. (بعدها فعل فهى فى محل فاعل)
- The film was boring. We watched ~~it~~ yesterday.
  The film which/that we watched yesterday was boring. (بعدها فاعل فهى فى محل مفعول)

فى الجمل السابقة وضعت that لأن جملة الوصل defining ولم نضع comma أيضًا ولكن لاحظ الجملة الآتية:

- The Nile is the main source of water in Egypt. It flows from south to north.
- The Nile, which flows from south to north, is the main source of water in Egypt.

- جملة «ينسـاب من الجنوب إلى الشـمال» معلومة إضافية فهى تعتبر non defining ولذلك لم نضع that ووضعنا comma إذا وجد حرف جر قبل ضمير الوصل لا نستخدم that ونستخدم which فقط.

- The car by which (~~that~~) I go to work needs replacing.

ملحوظة يمكن حذف ضمير الوصل إذا حل محل مفعول به مثل:

- The boy was very polite. We met him at Adly street yesterday.
- The boy who/whom/that we met at Adly street yesterday was very polite.
- The boy ~~who/whom/that~~ we met at Adly street yesterday was very polite.
- The stories were interesting. We read them at the school library.
- The stories which/that we read at the school library were interesting.
- The stories ~~which/that~~ we read at the school library were interesting.

4 اسم عاقل/غير عاقل + whose للملكية + Sentence (S +V+O)

- تستخدم (whose) للملكية ويتبعها اسم يملكه الاسم الذى قبلها.
- تحل محل صفات الملكية الآتية his/her/its/their

- The writer was extremely delighted. His novel won the Nobel Prize.
- The writer whose novel won the Nobel Prize was extremely happy.
- My cousin visits Italy a lot. His wife is Italian.
- My cousin, whose wife is Italian, visits Italy a lot.

فى الجملة الثانية وضعنا comma لأن جملة الوصل «زوجته إيطالية» معلومة إضافية non-defining.

ملحوظة من الممكن استخدام حرف جر مع whose كما فى المثال التالى:

- Mr. Ali is a generous man in whose house we had our meal.

5 مكان + where = which .... حرف جر + Sentence

- تستخدم (where) للمكان بمعنى حيث.
المكرر فى الجملة الثانية (in/on/at + place/here - there)

- The place was really beautiful. We spent our holiday ~~there~~.
- The place where we spent our holiday was really beautiful.
- The hotel wasn't very clean. we stayed ~~there~~ for 3 days.
- The hotel where we stayed for 3 days wasn't very clean.

- تحل where محل ظروف المكان here - there أما which فتحل محل it/they لغير العاقل ويمكن أن تأتى which وقبلها مكان بدون حرف جر وذلك لأنها جاءت محل الضمير المكرر it أو they.

- Cairo is the capital of Egypt. It is very crowded.
- Cairo, which is very crowded, is the capital of Egypt.
- The flat is very small. I live ~~in it~~.
- The flat where I live (which I live in) is very small. (حيث أسكن = التى أسكن فيها)
- The flat where I live (in which I live) is very small.

- يأتى قبل which حرف جر.

6 اسم يدل على الزمن + When = that/which ... حرف جر + Sentence

- تستخدم (when) للزمان بمعنى (عندما) المكرر فى الجملة الثانية (in/on/at + time/then)

- It's seven o'clock. I get up ~~at that time~~.
- It's seven o'clock when I get up.
- Ramadan is a holy month. We fast ~~in it~~.
- Ramadan when we fast (which/that we fast in) is a holy month.

أنواع جمل الوصل

١- النوع الأول يعطى معلومات أساسية، وبدون هذه المعلومات سيكون من الصعب أن نعرف من أو ما هو المقصود. ونستخدم فى هذا النوع (who/which/whom) ولا نستخدم (comma) قبل أو بعد عبارة الوصل. ويمكن استخدام (that) بدلًا من ضمائر الوصل المذكورة.

- The man who (that) robbed the bank was sent to prison.
- The book which (that) tells you about history is useful.

٢- النوع الثانى يعطى معلومات إضافية وليست ضرورية لفهم معنى الجملة ولا بد من استخدام (comma) قبل وبعد عبارة الوصل ولا تستخدم (that) فى هذا النوع.

- My father, whom I love, works as a teacher.
- Alaa's car, which he left outside, cost him L.E. 200.000 (Alaa has one car).

ولمزيد من التوضيح لاحظ الفرق بين المثالين الآتيين:

- My sister, who lives in Assuit, came to visit me in Cairo last week.
- My sister who lives in Assuit came to visit me in Cairo last week.

- فى المثال الأول جملة الوصل معلومة إضافية وهذا يعنى أن لدى أخت واحدة فقط فلا أحتاج للتعريف.
- فى المثال الثانى جملة الوصل تعطى معلومة أساسية وضرورية وهذا يعنى أننى معى أكثر من أخت فوجب التفريق من التى زارتنى منهن.

ملاحظات

❶ تستخدم what كرابط بمعنى (ما) وهى تساوى the thing(s) that

فاعل/فعل	What	فعل أو ضمير أو اسم لا تعود هى عليه

- I didn't understand what he had said. (what had been said).
  I can't give him (Ahmed) what he needs.
- What makes me angry is that Ahmed always comes late.

❷ تستخدم (which) لتشير إلى جملة كاملة قبلها.

- My brother won a valuable prize, which made me happy.

❸ تستخدم whose بدلًا من أشكال الملكية كلها مثل:

- The girl ~~with~~ blue eyes is my sister.
  The girl whose eyes are blue is my sister.
- The man is rich. ~~He has~~ a red car.
  The man whose car is red is rich.
- The car won the race. Its colour is red.
  The car whose colour is red won the race.

❹ لاحظ الفرق بين whose/who's

who's + V-ing/noun = who is… **who's + P.P.** = who has…

- The boy who's running there is my cousin.
- The boy whose phone was stolen was furious.

❺ هناك بعض الكلمات تستخدم كاسم وفعل فإذا استخدمت كاسم فإنها تسبق بـ whose (ومن الممكن أن نعرف أن هذه الكلمات اسم إذا جاء بعدها فعل) مثل:

stay, dream, work, play, likes stand dislikes, end, hopes, etc.

- People whose likes and dislikes are the same are good friends.
- I like the stories whose ends are happy.

❻ نستخدم that بعد صيغة التفضيل وبعد الكلمات الآتية:

all - any (thing) – every (thing) – few – little – many – much – no (thing) – none – some (thing)

- Is this all that you want me to do?
- There isn't anything that we can eat in this house.
- This is the best book that I have ever read.

❼ يمكن استخدام why (for which) كضمير وصل كالآتى:

- I'd like to know the reason why (for which) he decided not to come.

حالات حذف ضمير الوصل

١ إذا كان في محل مفعول به .

- The meat was delicious. We ate it yesterday.
- The meat (which/that) we ate yesterday was delicious.
- The man is my neighbour. I meet him every day.
- The man (who/whom/that) I meet every day is my neighbour.

٢ إذا كان بعده مبنى للمجهول نحذف which + v-to be ونضع P.P:

- I still remember the encouragement given to me by my parents. (which was)

٣ إذا كان بعده مبنى معلوم نحذف which/who ونضع v-ing:

- The boy sitting beside me is naughty. (who sits/who is sitting)

٤ إذا كان بعده اسم أو اسم موصوف نحذف who/which + v-to be ولا نضع شيئا:

- Hossam Hassan, a famous footballer, won many prizes. (who was)

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. My mother, ... works as a teacher, is always helping me with my study.
   a) whom b) that c) who d) whose
2. This is the boy about .... we have been taking.
   a) whose b) whom c) who d) that
3. The person .... the police were questioning has now been released.
   a) whom b) which c) when d) whose
4. The police caught the boy .... started the fight.
   a) whose b) he c) whom d) who
5. I thought I recognised the assistant .... sold me the suit.
   a) whom b) that c) where d) whose
6. The mistake .... Ola made was fortunately not very serious.
   a) whose b) which c) what d) when
7. The man .... wife is seriously ill is very sad.
   a) whose b) where c) which d) that
8. The programme .... we missed is repeated this evening.
   a) whose b) when c) what d) that
9. Mount Everest, ... Omar Samra climbed, is the highest mountain in the world.
   a) what b) who c) whom d) which
10. Hossam, ... hobby is horse riding, has broken his leg.
    a) who b) when c) whose d) that
11. August is the month .... a lot of tourists visit Egypt.
    a) when b) which c) what d) where
12. The town .... I grew up was very small.
    a) which b) where c) that d) when
13. The house .... my grandparents lived is being demolished.
    a) whom b) that c) where d) whose
14. 2001 is the year .... my brother graduated from university.
    a) where b) whose c) when d) which
15. 18 is the age .... we can get licences and identity cards.
    a) at when b) on which c) in which d) at which

Advanced

16 My cousin, ... thirty this weekend, has bought a house in Port Said.
a) that b) who's c) whom d) whose

17 I went to buy a new bag, but I couldn't find .... I wanted.
a) which b) whose c) that d) what

18 There's a girl .... for you outside the gate to help her.
a) waiting b) waits c) waited d) is waiting

19 My teacher is a person ....
a) who everybody likes him
b) everybody likes him
c) everybody likes
d) that everybody likes him

20 My mother .... is the best person in the world.
a) who I love b), who I love, c) that I love d), which I love,

21 Alexandria, ... is the second capital city, has many comfortable resorts.
a) where b) when c) which d) whose

22 Look! That's the boy ....
a) the teacher punished
b) who the teacher punished
c) that the teacher punished
d) a, b and c are all possible

23 She went to a school ....
a) where they studied all subjects in English
b) they studied all subjects in English
c) which they studied all subjects in English
d) that they studied all subjects in English

24 Hong Kong is a place ....
a) where has a lot of tall buildings
b) where there are a lot of tall buildings
c) which has a lot of tall buildings
d) b and c are both possible

25 My father .... always forgets his password.
a) , whom I helped to install his computer,
b) whom I helped to install his computer
c) , that I helped to install his computer,
d) who I helped to install his computer

Linking words (Conjunctions) أدوات الربط

1 Cause أدوات ربط السبب

Because/As/Since/For + subject (فاعل) + verb (فعل)

Because of / On account of / As a result of / Owing to / Due to / Thanks to بفضل / Through (بسبب، نتيجة لـ) + noun / adj.+ noun / (v + ing)

- Because (As/Since) he is clever, he always comes first.
- Because of his cleverness (being clever), he always comes first.

Being لكونه/لكونها + adj.

- Being polite, he is always rewarded by his teachers.

لاحظ

(because of/due to the fact that + جملة)

- Because of the fact that **he made mistakes**, he was punished.

2 Contrast أدوات ربط التناقض

Although / Though / Even though / Even if	+	subject فاعل	+	verb فعل

Despite / In spite of / For all / Regardless of	+	Noun / adj.+ noun / (v + ing)

- Although (Though) he is strong, he can't carry the bag.
- Despite (In spite of) his strength (being strong), he can't carry the bag.

subject فاعل	+	verb فعل	, but / . However, / , however, / , yet,	subject فاعل	+	verb فعل

لاحظ

He is strong, but (. However,/, however) he can't carry the bag.

- يمكن استخدام although/despite في أول الجملة أو وسطها.

- Although our team played badly, they won the match.
- Our team won the match although they played badly.

لاحظ

(In spite of/Despite the fact that + جملة)

- In spite of the fact that **he ran** fast, he couldn't win the race.

However	مهما	+	adj./adv.	+	فاعل	+	فعل
Whatever	مهما	+	noun	+	فاعل	+	فعل
Adj.	كل صفة حسب معناها	+	as	+	فاعل	+	فعل

- However strong he is, he can't carry the bag.
- Strong as he is, he can't carry the bag.
- Whatever strength he has, he can't carry the bag.
- Whatever you do, I'll forgive you.

3 Addition أدوات ربط الإضافة

In addition to / As well as / Besides (بالإضافة إلى) + v-ing + subject (فاعل) + verb (فعل)

- In addition to / As well as / Besides studying her lessons, Mona helped her mother.

فاعل	فعل	مفعول		مفعول ثانٍ/اسم
Osama	plays	football	as well as / in addition to / and	tennis.

فاعل	+	as well as	+	فاعل ثانٍ	+	فعل يتبع الفاعل الأول
Omar		as well as		his friends		is a doctor.

Not only .... but also ليس فقط ...... ولكن أيضا

- لاحظ أن الفعل يتبع الفاعل الثانى.

- Not only Ahmed but also his friends are going to the party.
- Not only did Manal do her homework, but also she helped her mother.

- لاحظ أن الفعل يأتى فى صيغة الاستفهام.

4 Result أدوات ربط النتيجة

Subject (فاعل) + verb (فعل) + therefore / so / consequently / that's why / as a result + subject (فاعل) + verb (فعل)

- Our team played badly, so/therefore they lost the match.
- Forests are being destroyed. As a result a lot of animals are losing their homes.

5 Purpose

أدوات ربط الهدف/الغرض

Subject فاعل + verb فعل → to/ in order to / so as to → + inf. مصدر

- He studies hard to/ in order to/ so as to get high marks.

Subject فاعل + verb فعل → so that / in order that → sub. + can/will/could/would + Inf.

- He studies hard so that/in order that he can get high marks.
- He studied hard so that/in order that he could get high marks.

جملة → for لأجل → Noun/v-ing.

- He went to the doctor's for a check-up.

• لاحظ أننا نستخدم for + v.ing للتعبير عن الغرض العام من الشيء وليس لماذا يفعل الشخص الشيء.

- We use a pen for writing. I use this brush for washing the dishes. Or (to wash)

I went into the kitchen to wash the dishes. (not for washing)

• فى النفى نستخدم so as not to/in order not to

- He put his keys in his briefcase in order not to lose them.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. She didn't come on time .... she was held up in a traffic jam.
   a) so
   b) on account of
   c) because
   d) although
2. .... she isn't at home, we'll go out without her.
   a) So
   b) Since
   c) Although
   d) Unless
3. .... it's raining outside, let's take a taxi.
   a) As
   b) Due to
   c) Thanks to
   d) Even though
4. She worked over time .... she was tired.
   a) because
   b) as
   c) despite
   d) although
5. .... the fact that they are rich, they aren't happy.
   a) Although
   b) Because
   c) Despite
   d) In spite
6. .... going on a diet, she put on five kilos.
   a) While
   b) Despite
   c) During
   d) Because of
7. We are good friends, ... we don't meet very often.
   a) but
   b) despite
   c) although
   d) because
8. .... being tasteless, all the food was eaten.
   a) Because of
   b) Although
   c) Because
   d) In spite of
9. I had forgotten my passport and .... I couldn't cross the border.
   a) although
   b) because
   c) as a result
   d) if
10. He didn't work hard. .... he lost the job.
    a) because
    b) Consequently
    c) unless
    d) But

11. .... beautiful she is, no one loves her.
    a) However b) Although
    c) As d) Despite
12. .... her intelligence, she always gets the full marks.
    a) Since b) Because
    c) That's why d) Because of
13. .... the low salary, we refused the job.
    a) As b) Due to
    c) Therefore d) Because
14. .... reading is useful, I never visit a library.
    a) If b) Despite
    c) Although d) While
15. He carried on playing until the end of the game, ... he had a broken toe.
    a) even though b) so that
    c) because d) to
16. Make a note of our appointment in your diary .... you forget about it.
    a) if b) after
    c) when d) in case
17. I'll help him .... he can finish early.
    a) to b) such that
    c) so that d) so as not to
18. Let's go out .... a meal.
    a) for b) to
    c) in case of d) of
19. He opened an account with the aim of .... money to buy a car.
    a) save b) saved
    c) not saving d) saving
20. He left early .... miss the train.
    a) to b) so as not to
    c) so as to d) so that

Reported Speech

Sentence

Statements	Interrogative	Commands
الخبرية	الاستفهامية	الأمرية

Direct

المباشر وهو الجملة التى يقولها الشخص نفسه وتوضع بين أقواس.

"I will visit Alex. Next week."	خبرية
"Where have you been?"	استفهامية
Ramy said to me, "Did you visit the museum yesterday?"	استفهامية بفعل مساعد
"Give me your camera."	أمرية مثبتة
"Don't waste your time."	أمرية منفية (نهى)

Indirect

غير المباشر هو الجملة التى تحول على لسان شخص آخر ولا توضع بين أقواس.

خطوات التحويل من المباشر إلى غير المباشر. (تشمل الأنواع الثلاثة)

١- يحول فعل القول وهو said/said to إلى احد الأفعال الآتية (said/told/asked/ordered)

٢- تحذف الأقواس وتربط كل جملة حسب نوعها بـ: (that/wh-word – if – whether/to – not to)

٣- تحول الضمائر حسب المعنى أو كالآتى:

(أ) الضميران I/we يحولان حسب المتكلم.

(ب) الضمير you يحول حسب المخاطب.

(ج) الضمائر he/she/it/they والأسماء لا تحول.

٤- يحول زمن الجملة من المضارع إلى الماضى وليس العكس (إذا كان فعل القول ماضيًا) كالآتى:

Direct	Indirect	Direct	Indirect
write/writes	wrote	will/shall	would
wrote	had written	shall	Should (asking for advice)
is/are writing	was/were writing	may	might
have/has written	had written	can	could
has/have been writing	had been writing	must	had to/must (laws)
was/were writing	had been writing	will have to	would have to

٥- تحول الظروف الزمنية و ظروف المكان وضمائر الإشارة كالآتى:

Direct	Indirect	Direct	Indirect
now	then	tonight	that night
this	that	tomorrow	the next day
these	those	next week	the following week
here	there	today	that day
(two days) ago	(two days) before/earlier	come here	go there
last week	the week before the previous week	yesterday	the day before the previous day
tomorrow morning	the next morning	this afternoon	that afternoon
next Friday	the following Friday		

1 Reported Statements

١- يحول فعل القول كالآتى:

Direct	Indirect	Direct	Indirect
say	say	say to	tell
says	says	says to	tells
said	said	said to	told

٢- تحذف الأقواس وتربط الجملة بـ that ويمكن حذفها.
٣- تحول الضمائر حسب المعنى.
٤- تحول الأزمنة والظروف وضمائر الإشارة كما سبق.

- She said, "I shall pay my debts tomorrow."
- She said she would pay her debts the next day.

- He said to me, "I sent the letter two days ago."
- He told me (that) he had sent the letter two days before/two days earlier.

2 Reported Questions

١- يحول فعل القول كالآتى:

Direct	Indirect	Indirect
say/say to	ask	هناك أفعال أخرى غير ask/asked منها wanted to know/inquired/didn't know/ had no idea/wondered/can (could) you tell me?
says/says to	asks	
said/said to	asked	

٢- تحذف الأقواس وتربط الجملة بـنفس كلمة الاستفهام أو if/whether
٣- تحول الضمائر حسب المعنى ويحول السؤال إلى جملة خبرية.
٤- تحول الأزمنة والظروف وضمائر الإشارة كما سبق.

- She said, "Do you speak French?"
- She asked if I spoke French.
- He said, "Where did you spend your summer holiday?"
- He wanted to know where I had spent my summer holiday.

تذكر انه تتغير الأزمنة فقط إذا كان فعل القول ماضيًا:

- "How much do you earn?" = He wonders how much I earn.
- "How much do you earn?" = He wondered how much I earned.

3 Reported commands

١- يحول فعل القول إلى أحد الأفعال الآتية :

told/asked/advised/begged التمس /warned حذر / threatened هدد ....

٢- تحذف الأقواس وتربط الجملة to/not to (never) + inf.

٣- تحول الضمائر حسب المعنى ويحول السؤال إلى جملة خبرية.

٤- تحول الأزمنة والظروف وضمائر الإشارة كما سبق.

- He said to me, "Read the instructions before you operate the machine."
= He told me to read the instructions before I operated the machine.
- She said to me, "Don't ever shout at me."
= She told me never to shout at her.

ملاحظات عامة

① تستخدم shall فى العرض ويحول فعل القول إلى offered وفى طلب النصيحة وتحول هى إلى should.

- He said, "Shall I help you?" = He offered to help me.
- He said, " When shall I come?" = He asked when he should come.

② إذا كان المخاطب داخل الأقواس يصبح بعد فعل القول عند التحويل.

- Omar said," Where have you been, Ahmed?"
= Omar asked Ahmed where he had been.

③ الأفعال الآتية لا تتغير فى غير المباشر.

would/should/ought/had better/might/used to/could

- He said, "I used to clean my room every day."
= He said he used to clean his room every day.

④ لا تتغير الأزمنة إذا كان فعل say(s) فى المضارع.

- She says, "My father works in a bank in Cairo."
= She says that her father works in a bank in Cairo.

⑤ لا تتغير الأزمنة إذا كانت الجملة تعبر عن حقيقة.

- She said, "Water boils at 100 o C".
= She said that Water boils at 100 o C.

⑥ لا تتغير الأزمنة إذا كانت الجملة قيلت منذ فترة قريبة.

- He said just now (a moment ago), "I have already passed my exam."
= He said just now (a moment ago) that he has already passed his exam.

❼ فى حالة وجود if يتغير الزمن فى الحالة الأولى فقط ولا تحول الحالة الثانية إلى الثالثة :

- He said, "If it rains, I'll stay at home."
  = He said if it rained, he would stay at home.
- He said " If my children were older, I'd immigrate."
  = He said (that) If his children were older, he'd immigrate."

❽ فى حالة وجود جملتين نستخدم and that أو and added that:

- He said to me, " I didn't do my homework. I'll ask my mother to help me."
  = He told me he hadn't done his homework and that he would ask his mother to help him.

❾ يمكن استخدام الأفعال الآتية بدلاً من said to عند نقل الجملة إلى غير المباشر ويأتى بعدها v+ ing:

suggest/admit/deny/apologise for/objected to/insisted on + (v-ing)

- He said, " How about visiting the Zoo."
  = He suggested visiting the zoo.

❿ بعد deny/admit يمكن تحويل الجملة بالطريقة العادية أو وضع v-ing:

- He said, " It wasn't me who broke the vase."
  = He denied breaking the vase.
  = He denied that he hadn't broken the vase.

⓫ يمكن استخدام الأفعال الآتية بدلاً من said to عند تحويل الجملة إلى غير المباشر ويأتى بعدها to + inf.:

promised/offered/agreed/threatened/advised/refused/reminded/decided/+(to+ inf.)

- He said, " I'll go with you to the library."
  = He promised to go with me to the library.
  = He promised that he would go with me to the library.

⓬ فى حالة وجود جملة خبرية وسؤال.

- He said, "I have done my homework. Have you done yours".
  = He said that he had done his homework and asked if I had done mine.

⓭ فى حالة الطلب request.

- He said, "Could you lend me your camera?"
  = He asked me to lend him my camera.

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. He .... Dina that he was writing an e-mail.
a) told b) said c) asked d) talked
2. Samar .... that the helicopter was flying high.
a) said to b) said c) asked d) told
3. Leila said that she .... TV then.
a) had watched b) watched c) was watching d) is watching
4. He said that he .... his friend the following day.
a) visited b) will visit c) is visiting d) would visit
5. I asked her if .... use the new camera.
a) can I b) I could c) could I d) are I
6. Farouk asked Osman why .... late.
a) was he b) is he c) he was d) are you
7. Karim .... Nour if there was sugar in the cup.
a) asked b) talked c) said d) told
8. Samy asked Ali where .... that precious stone.
a) did he find b) had he found
c) he finds d) he had found
9. The teacher .... us to keep quiet.
a) suggests b) wants c) warns d) says
10. The flight attendant instructed us .... our seats during takeoff or landing.
a) to leave b) leaving
c) not to leave d) that we leave

Upper-intermediate

11. The teacher said, "Where ...., Hazim ?"
a) the books are b) your books were c) your book is d) is your book
12. He said just now that he .... a new car next month.
a) will buy b) has bought c) buys d) would buy
13. She asked me where I .... then.
a) am staying b) was staying c) did stay d) stay

14 The interviewer asked the professor .... he had worked at any foreign universities.
a) that b) whatever c) whether d) unless

15 The king .... his people against the forthcoming danger.
a) told b) asked c) said d) warned

16 The teacher told the students .... put off their homework till the next day.
a) whether b) to not c) that d) not to

17 Marwa .... if she tidied her room, her dad would be happy.
a) said b) told c) asked d) wondered

18 He said that he .... her playing the piano.
a) had seen b) has seen c) will see d) can see

19 He .... when she had intended to buy a car of her own.
a) told b) asks c) said d) enquired

20 He said .... he was staying in Madrid, he met his best friend.
a) that b) when c) to d) whether

Advanced

21 He .... his father had bought a new car.
a) told b) said c) asked d) warned

22 Could you tell me ....
a) where Ali spent his last holiday.
b) where Ali spends his last holiday.
c) where Ali spent his last holiday?
d) where Ali would spend his last holiday?

23 Mohammed warned his son .... in dark streets alone.
a) to walk b) not to walk
c) if he walked d) that he walked

24 I .... that boy standing there a true story, but he didn't believe it.
a) told b) said c) asked d) warned

25 The teacher asked me .... me with the homework the day before.
a) who had he helped b) who helped
c) who had helped d) who did he help

26 "I am meeting my boss tomorrow."
The correct reported speech of the sentence above is:
a) Samy said that he was meeting his boss tomorrow.
b) Samy said that he was meeting his boss the previous day.
c) Samy said that he would meet his boss the following day.
d) Samy said that he was meeting his boss the following day.

27 "Dalia asked me when I had got my driving licence."
The correct direct question of the one above is:
a) "When did you get your driving licence?," Dalia said.
b) Dalia said to me," When have you got your driving licence?"
c) Dalia asked me," When have you got your driving licence?"
d) Dalia told me," When had you got your driving licence?"

28 "Never eat with your mouth full ."
The correct reported speech of the sentence above is:
a) My father asked me not eat with my mouth full.
b) My father advised me never eat with my mouth full.
c) My father advised me not to eat with my mouth full.
d) My father told me to not eat with my mouth full.

29 He asked me what I would do when I had finished my homework. The real question is ....
a) "What will you do when you finish your homework?"
b) "What will you do when you finished your homework?"
c) "What will you do when you will finish your homework?"
d) "What will you do when you have finished your homework?"

30 Which sentence is correctly structured?
a) Ali suggests that his friend have a vaccination against COVID-19.
b) Ali suggests that his friend has a vaccination against COVID-19.
c) Ali suggests that his friend had a vaccination against COVID-19.
d) Ali suggests that his friend having a vaccination against COVID-19.

Unreal Past الماضى غير الحقيقى

- يمكن اســتخدام الماضى البســيط للإشــارة إلى الحاضر (الحاضر غير الواقعى) عندما نتحدث عن مواقف وهمية أو غير واقعية أو غير محتملة تتعارض مع الحقائق فى الوقت الحاضر.
- يمكن اســتخدام الماضى التام للإشــارة إلى مواقف وهمية أو غير واقعية أو غير محتملة تتعارض مع الحقائق فى الماضى (الماضى غير الحقيقى).

Past Simple is used with:	Past Perfect is used with:
Conditionals Type 2 ▸ If I were you, I would pay. wish (present) ▸ I wish he were here now. Suppose/Supposing ▸ Suppose you were asked to move out, what would you do? I'd rather+ sb ... (present) ▸ I'd rather you went now. as if/as though كما لو ▸ He isn't French but he speaks French as if he were from France. It's (about/high) time ▸ It's time you retired. It's time for + Subj. +to + inf.	Conditionals Type 3 ▸ If I had seen him, I would have told you. wish (past) ▸ I wish you had taken his advice when he gave it. Suppose/Supposing ▸ Suppose you had seen the crime being committed, what would you have done? I'd rather+ sb ... (past) ▸ I'd rather you hadn't told all those lies. as if/as though ▸ He wasn't awarded the first prize but he behaved as if he had been awarded it.

Exercises

Choose the correct answer a, b, c or d:

1. It's time we .... to do something about this situation.
   a) tried b) 'd try
   c) try d) had tried
2. Mr.Khalid acted as if he .... the company.
   a) would own b) will own
   c) owns d) owned
3. Supposing you .... taking the money, what would you have done?
   a) were seen b) had been seen
   c) had seen d) saw
4. I wish I .... to the concert last night.
   a) didn't go b) went
   c) had gone d) have gone
5. It's high time you .... how to cook.
   a) learnt b) had learnt
   c) hadn't learnt d) learn
6. Suppose you .... someone getting mugged يسرق, what would you do?
   a) were seen b) saw
   c) had seen d) can see
7. It's about time we .... the old printer.
   a) replace b) had replaced
   c) replaced d) have replaced
8. I'd rather you .... everyone my secret at the party last night.
   a) hadn't told b) told
   c) didn't tell d) had told
9. I would have prepared some sandwiches if I .... you were visiting.
   a) know b) could know
   c) knew d) had known
10. I'd rather you .... on the TV when I'm reading.
    a) turn b) didn't turn
    c) hadn't turned d) turned

11. If only I .... my dad's camera. He's very angry with me.
   a) broke b) didn't break
   c) hadn't broken d) had broken
12. I'd rather you .... taking your medication for a few days. Let's say until next Monday.
   a) had continued b) continued
   c) continue d) will continue
13. I wish you .... your stuff everywhere all the time. I'm tired of tidying up after you.
   a) had left b) left
   c) hadn't left d) leave
14. If only we .... earlier. We could have prevented the situation.
   a) knew b) 'd know
   c) know d) had known
15. I'd rather you .... that comment last night. You hurt me.
   a) hadn't made b) had made
   c) made d) didn't make
16. It's time for you .... what you started.
   a) had finished b) finished
   c) to finish d) 'd finish
17. We'd rather you .... too late tonight.
   a) hadn't come b) didn't come
   c) came d) comes
18. Suppose you .... enough money to invest? Where would you invest it?
   a) will have b) have
   c) had had d) had
19. It's time you .... seriously about what you want to do with your life.
   a) thought b) think
   c) had thought d) can think
20. Supposing you .... offered a well-paid job, would you give up the old one?
   a) will be b) had
   c) were d) are

1 Participle clauses عبارات اسم الفاعل

Participle clauses are groups of words which begin with a verb in the -ing form. These clauses can come before or after the main part of a sentence.

عبارات اسم الفاعل هى مجموعة من الكلمات التى تبدأ بـ ing. هذه العبارات تأتى قبل أو بعد الجملة الرئيسية.

Usage الاستخدام

1 Use participle clauses instead of clauses starting with as or when:

تستخدم عبارات اسم الفاعل لاستبدال الجمل التى بها When/As/While/After وبعدهم فاعل وفعل.

- As Sara was walking to town yesterday, she saw two of her friends.
- Walking to town yesterday, Sara saw two of her school friends.
- When they arrived home late, they found that the door was locked.
- Arriving home late, they found that the door was locked.

2 Participle clauses can also be used instead of clauses starting with and.

تستخدم عبارات اسم الفاعل بدلاً من الجمل التى تبدأ بـ and:

- The bird flew away and made a very loud noise.
- The bird flew away, making a very loud noise.

3 The subject of the participle clause must be the same as the subject of the main clause:

الفاعل فى عبارة اسم الفاعل يجب أن يكون هو نفس الفاعل للجملة الرئيسية.

- I heard the phone ring and I picked it up.
- Hearing the phone ring, I picked it up.
- The car crashed into a garden and knocked down a tree.
- The car crashed into a garden, knocking down a tree.

4 To replace a clause of reason (because, as, since + subject + verb).

تستخدم عبارات اسم الفاعل بدلاً من جمل السببية (because, as, since).

- Because I felt extremely tired, I decided to rest under a tree.
- Feeling extremely tired, I decided to rest under a tree.

5 To replace a relative clause in the active voice.

لاستبدال عبارة موصولة فى المبنى للمعلوم.

- The boy who is talking to Jim is my brother.
- The boy talking to Jim is my brother.

6 **To form the negative of participles, we add not before the participles.**
لصياغة النفى من اسم الفاعل أو اسم المفعول به فإننا نضيف not قبلهما.

- Not wanting to miss the bus, they ran to the bus stop.

7 **After the verbs of sensation see, hear, feel, smell, listen, watch and notice.**
بعد أفعال الشعور والإحساس السابقة لتعبر عن رؤية أو سماع جزء من الحدث وعند سماع أو رؤية الحدث كاملاً نستخدم المصدر.

- I saw my neighbours leaving the house early this morning.

8 **After: catch, find, leave, go, come, spend time, waste time and be busy:**
لاستبدال عبارة موصولة فى المبنى للمعلوم.

- He was busy painting the room.
- They wasted the time playing cards.
- I left my children doing their homework.

Exercises

Choose the correct answer a, b, c or d:

1. We broke the computer .... to my father.
   a) belongs b) belonged
   c) belonging d) which belong
2. People .... late will not be allowed to enter.
   a) arrived b) arriving
   c) arrive d) who are arrived
3. .... in the sun, I fell asleep and realised nothing.
   a) Lay b) To lie c) Lie d) Lying
4. Omar threw the ball, ... 2 glasses full of lemonade on the table.
   a) breaking b) break
   c) broke d) to break
5. The man .... a blue jumper is in the garden.
   a) wore b) wearing c) wears d) wear
6. I saw my boss while .... in front of his house.
   a) was parking b) park c) parking d) to park
7. .... to tell the truth, the young boy made up an excuse.
   a) Wanting b) To want c) Wanted d) Not wanting
8. .... through the things in my bag, I found the passport which I thought I had lost.
   a) Looking b) To look c) Looked d) To looking
9. .... the road, I was nearly knocked down by a car.
   a) To cross b) Crossing c) Crossed d) Cross
10. Don't wake the baby ....in the next room.
    a) who sleeping b) sleeps c) slept d) sleeping
11. .... to buy a new car, my brother borrowed much money from the bank.
    a) Not wanting b) Wanted
    c) Wanting d) Being wanted

12 Who is that boy .... in the forest?

a) walking b) walks c) walked d) who walk

13 .... my father in the garden, I hurried to help him with the work.

a) To find b) Finding c) Found d) Find

14 .... sick, our teacher left school early.

a) Feel b) To feel c) Felt d) Feeling

15 .... the good news of my success, I told my parents who congratulated me.

a) Heard b) Hearing c) To hear d) Hear

16 .... her room, she found her missing ring.

a) Cleaning b) Cleaned c) To clean d) Clean

17 .... a good boy ,he helped his mother in the kitchen.

a) Is b) Be c) Being d) Been

18 .... enough money, they couldn't furnish the flat properly.

a) Had had b) Had c) Having d) Not having

19 My uncle was sitting at the cafe .... a paper.

a) being reading b) read c) reading d) was reading

20 .... the door, she saw a couple of policemen.

a) Opening b) When opened c) to open d) Opened

21 Being a previous prisoner, ...

a) they didn't give him the job

b) the manager refused to interview him

c) the police are searching for him

d) he had no hope of finding a job

22 Waiting for the doctor, ...

a) my father read a magazine

b) a big noise scared everybody

c) the alarm went off

d) a big cat entered the clinic

2 Past participle clauses عبارات اسم المفعول

الفعل فى التصريف الثالث يدعى past participle ويمكن استخدامه فى الآتى:

❶ يمكن أن يكون صفة تسبق الاسم فى أى مكان فى الجملة.

- Our armed forces are making good efforts to keep us safe.
- This market sells only canned food.

❷ بدل ضمائر الوصل who/which والجملة المبنية للمجهول بعدهما.

- The meat eaten yesterday was delicious.
  = the meat which was eaten ....
- The boy punished last week had made serious mistakes.
  = the boy who was punished ....

❸ يستخدم التصريف الثالث أول الكلام ويكون له معنى المبنى للمجهول فى الأحوال الآتية:

١- يستخدم بنفس معنى if الشرطية.

- Taken **three times a day**, this medicine will have a good effect.
  (If this medicine is taken three times ....).

٢- يستخدم لإعطاء الأسباب مثل because.

- Bitten **by a scorpion**, she was carried to hospital at once.
  = Because she was bitten ....
- Left **alone at home**, Sara felt unhappy.
  = Because Sara was left alone ....
- Blown by the wind, Ahmed fell to his knees = Because Ahmed was blown, ...

Exercises

Choose the correct answer a, b, c or d:

1. The money .... by the thieves, was found by the police yesterday.
   a) hide b) hidden c) hiding d) had hidden
2. .... to the sun for many years, the car lost its colour.
   a) Exposes b) To expose c) Exposing d) Exposed
3. The letter .... to the boss made him lose his temper.
   a) sending b) was sent c) sent d) which sent
4. .... for 10 years without stopping, the film won the first prize in the festival.
   a) Shown b) Showing c) Show d) Was shown
5. .... by the changing information, they thought the flight was cancelled.
   a) Confusing b) Confused c) Having confused d) Confuse
6. .... by their optimism, he invested a lot in the company.
   a) Persuasion b) Persuasive c) Persuading d) Persuaded
7. .... by Daniel's work, the teacher gave him the highest mark.
   a) Impression b) Impressing c) Impressed d) Impressive
8. .... in the jungle, George had to find the way out on his own.
   a) Losing b) Lost c) Loss d) Lose
9. .... at the right temperature, the cotton T-shirt will never shrink.
   a) Washed b) Washing c) Washes d) To wash
10. .... weeks ago, the golden ring was found.
    a) Stealing b) Stole c) Was stolen d) Stolen
11. .... by the news, she called the hospital.
    a) Worry b) Worring c) Worried d) Worries
12. .... with pride, he walked towards the stage.
    a) Full b) Filled c) Filling d) Fill
13. I still remember the encouragement .... to me by my parents.
    a) given b) gave c) giving d) give
14. The furniture .... by this company is tasteful and lasts for a long time.
    a) which made b) made
    c) is made d) which making
15. The meat .... yesterday was delicious.
    a) eating b) which ate c) eaten d) which eaten

Adjectives and Adverbs

1 Adjectives الصفات

- الصفة تصف الاسم وتأتى قبله مثل: An interesting film/an easy test
- أو تصف الاسم والضمير وتأتى بعدهما مسبوقة بـ v-to be مثل The boys/They are clever.
- الصفة تأتى بعد أفعال معينة وهى أفعال stative مثل:

look/sound/seem/taste/appear/get/feel/become/smell, etc.

- The medicine tastes awful.
- The man looks happy.
- The food smells bad.

2 Adverbs الأحوال/الظروف

الحال أو الظرف يصف: ١- الفعل ٢- الصفة

1. He drives carelessly. (Verb + Adverb)
2. The shirt is terribly expensive. (Adverb + Adjective)

Adverbs

- Manner الطريقة
- Degree الدرجة

1 Adverbs of Manner ظروف الطريقة

هى الظروف التى تبين طريقة أو كيفية حدوث الفعل.

- He must take his study seriously.

① يتكون هذا النوع بإضافة (ly) للصفة.

Adjective	Adverb	Adjective	Adverb
bad سيئ	badly بسوء	nervous قلق	nervously بقلق
correct صحيح	correctly بطريقة صحيحة	nice لطيف	nicely بلطف
foolish أحمق	foolishly بحماقة	permanent دائم	permanently دومًا
loud عالٍ	loudly بصوت عالٍ	quick سريع	quickly بسرعة
quiet هادئ	quietly بهدوء	slow بطء	slowly ببطء
real حقيقى	really حقًا/فعليًا	sudden مفاجئ	suddenly فجأة

❷ إذا انتهت الصفة بـ(l) تضاف (ly) أما إذا انتهت بـ (le) فنحذف e ونضع (y).

Adjective		Adverb		Adjective		Adverb	
beautiful	جميل	beautifully	بجمال	careful	حريص	carefully	بحرص
terrible	فظيع	terribly	بفظاعة	horrible	رهيب	horribly	بشكل رهيب
real	حقيقى	really	حقًا/فعليًا	probable	محتمل	probably	من المحتمل

❸ إذا انتهت الصفة بـ(y) تقلب (i) قبل إضافة (ly).

Adjective		Adverb		Adjective		Adverb	
angry	غاضب	angrily	بغضب	easy	سهل	easily	بسهولة
heavy	ثقيل	heavily	بثقل/بشدة	hungry	جوعان	hungrily	بجوع
happy	سعيد	happily	بسعادة	lucky	محظوظ	luckily	لحسن الحظ

- It was an easy test. (adj)
- The students answered the test easily. (adv)

❹ إذا انتهت الصفة بـ(ic) نضيف (ally).

Adjective		Adverb		Adjective		Adverb	
fantastic	رائع	fantastically	بشكل رائع	dramatic	درامى	dramatically	بشكل درامى
drastic	قاسٍ/عنيف	drastically	بشكل عنيف	automatic	أتوماتيك	automatically	أتوماتيكيا

❺ من شواذ تكوين الظروف:

Adjective		Adverb		Adjective		Adverb	
good	جيد	well	بشكل جيد	fast	سريع	fast	بسرعة
long	طويل	long	بشكل طويل	low	منخفض	low	بشكل منخفض
fine	جيد	fine	جيدًا	high	مرتفع	high	بشكل مرتفع
straight	مستقيم	straight	بشكل مستقيم	right	صحيح	right	بشكل صحيح

- Ali is a fast swimmer. (adj)
- Ali swims fast. (adv)

ملحوظة بعض الصفات تستخدم كظرف بدون إضافة (ly) مثل الصفات فى الجدول السابق، ولكن إذا أضيفت لها (ly) يكون لها معنى مختلف مثل:

Adjective		Adverb		Adverb	
late	متأخر	late	متأخرًا	lately	مؤخرًا (منذ وقت قريب)
hard	صلب/صعب/شديد	hard	بجد/بشدة	hardly	بالكاد/تقريبًا لا
wrong	خاطئ/مخطئ	wrong	بشكل خاطئ	wrongly	بظلم
near	قريب	near	بالقرب	nearly	تقريبًا

- She hardly ever goes out of the house. (She almost never goes out of the house).
- You wrongly accused him. = (unfairly بظلم) not incorrectly

٦ هناك صفات تنتهى بـ ly ولا تتغير عند التحويل إلى حال ومنها:

hourly	فى كل ساعة	daily	يومى/يوميًا	weekly	أسبوعى/أسبوعيًا
monthly	شهرى/شهريًا	yearly	سنوى/سنويًا	early	مبكر/مبكرًا

- My father is reading his daily newspaper. (adj)
- My father reads the newspaper daily. (adv)

٧ هناك صفات تنتهى ly وعند التحويل إلى حال تكون كالآتى:

in a/an + adj-ly + way/manner

elderly	مسن	lonely	وحيدًا/يشعر بالوحدة	ugly	قبيح
fatherly	أبوى	lovely	محبوب	deadly	مميت
friendly	ودود	motherly	كالأم	heavenly	سماوى
lively	مفعم بالحيوية	silly	سخيف	cowardly	جبان
brotherly	أخوى	likely	متوقع/محتمل	sisterly	خاص بالأخت

- He is a friendly man. (adj)
- He greets/treats me in a friendly way. (adv)

2 Adverbs of degree ظروف الدرجة

① هى الظروف التى تبين درجة الصفة والظروف الأخرى.

extremely للغاية	very جدًا
quite تمامًا	fairly/slightly قليلًا

- Mount Everest is extremely high.
- My little brother speaks English very well.
- She is quite good at maths.
- This boy is slightly hard working.

② الأحوال التى تصف الصفة تأتى قبلها وهى تساوى very فى المعنى تقريبًا:

الاسم	الحال	الصفة
The Nile is	very	long.
	extremely للغاية	
	fantastically بشكل مدهش	
	incredibly لا يصدق	
	tremendously جدًا/هائل	

③ وعند تحويل الصفة إلى اسم يتحول الحال إلى صفة ليصف ذلك الاسم ونحذف ly ونضع a/an قبل الصفة.

الاسم	الصفة	الاسم
The Nile is	an extreme ~~ly~~ للغاية	length.
	a fantastic ~~ally~~ بشكل مدهش	
	an incredible ~~y~~ لا يصدق	
	a tremendous ~~ly~~ جدًا/هائل	

Exercises

Choose the correct answer a, b, c or d:

Intermediate

1. We didn't go out because it was raining ....
   a) heavy b) heaviest c) heavily d) heavier
2. He looked at me .... when I interrupted him.
   a) angrily b) angry c) anger d) angered
3. Our teacher shouted .... at the class.
   a) loud b) loudly c) louder d) much loud
4. Open the door ....! The children are asleep.
   a) more quiet b) quieter than c) quiet d) quietly
5. The teacher talked .... so that we could all hear her.
   a) loudly b) loud c) loudness d) loudest
6. The footballer played .... today. He scored three goals!
   a) brilliance b) brilliant c) brilliantly d) brilliancy
7. She looked .... at the children.
   a) happy b) happily c) happiness d) happiest
8. Don't touch the machine . It switches itself off ....
   a) automatics b) automatical
   c) automatic d) automatically
9. As there was much time ,we walked .... to school.
   a) slowly b) slow c) a slow d) slowing
10. The cost of living has risen .... these days.
    a) dramatic b) dramatically c) dramatical d) drama
11. The meeting was very .... organised. Most members were annoyed.
    a) bad b) careful c) carefully d) badly
12. My brother is a firefighter. He's very ....
    a) braver b) bravery c) bravely d) brave

Advanced

13 There was a .... change in the weather.
a) suddenly b) sudden c) terribly d) absolutely

14 She speaks .... English like native speakers.
a) fluent b) fluently c) fluency d) bad

15 Shaimaa can run very .... She always wins races.
a) slowly b) as fast c) fast d) much fast

16 I .... like musicals. They always make me feel happy.
a) realistic b) reality c) real d) really

17 My mum can swim .... She goes to the pool every day.
a) good b) best c) well d) better

18 As he was found .... the scene of the robbery with a gun in his hand, he was arrested.
a) nearest b) near c) nearly d) nearing

19 Although he arrived an hour ...., he started work immediately.
a) late b) lately c) a late d) latest

20 That was a .... film – what a waste of money!
a) terrified b) terribly c) terrible d) terrifically

21 There is a .... crowd outside the police station.
a) hostility b) hostile c) hostilities d) host

22 At the end of the school year, some students try .... to make up for the lost time.
a) hard b) hardly c) hardness d) harden

23 The teachers in my school treat us ....
a) friendly b) friend c) in a friendly way d) friends

24 I haven't eaten for 5 hours ,so I'm getting quite ....
a) hungry b) hungriest c) hungrily d) hunger

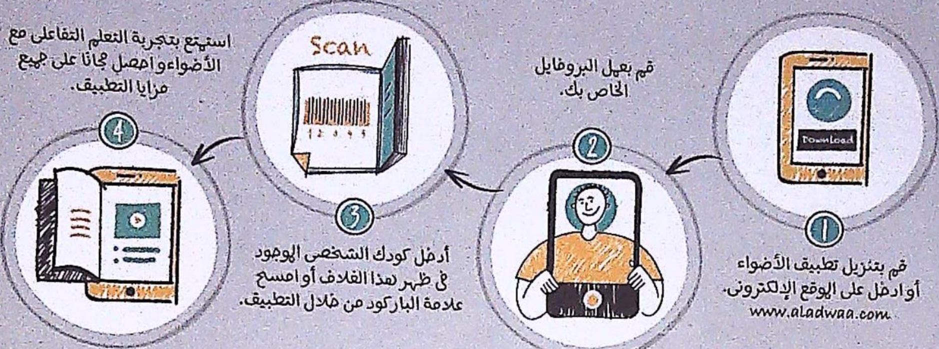
25 You need to be .... tall to be a good basketball player.
a) terrible b) fantastic c) extreme d) extremely

رقم الإيداع: ٢٠٢٠/٩٦٧٣

ترخيص وزارة التربية والتعليم رقم ١٢٤/٢/١٤/١٠٤

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- Module 2:
  - Writing (Explanation & Exercises).
- Module 3:
  - Translation (Explanation & Exercises).
- Module 4:
  - Grammar Revision (Explanation & Exercises).

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